

GRUBER & PETTERS

Untis 2011
User Manual

Untis 2011

untis.com

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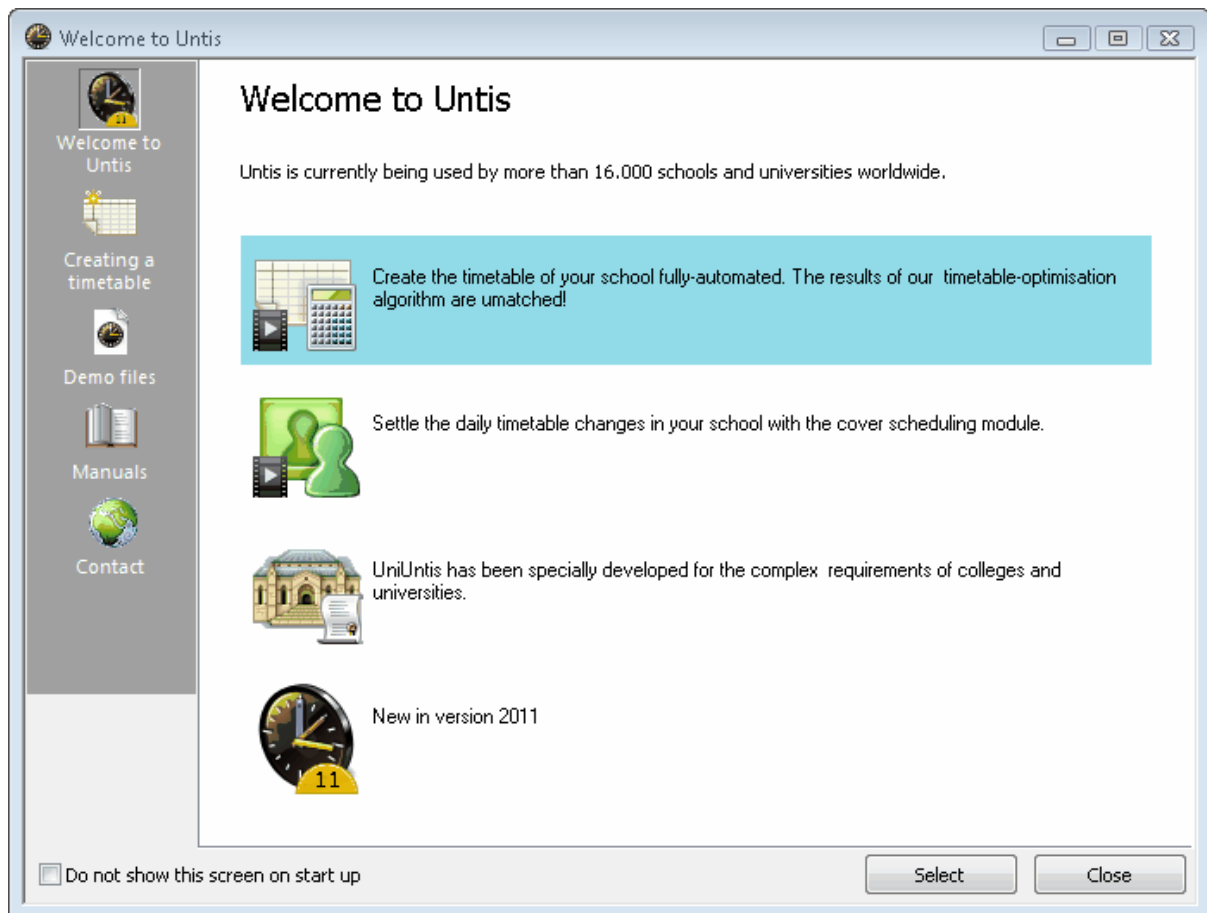
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1 General Changes

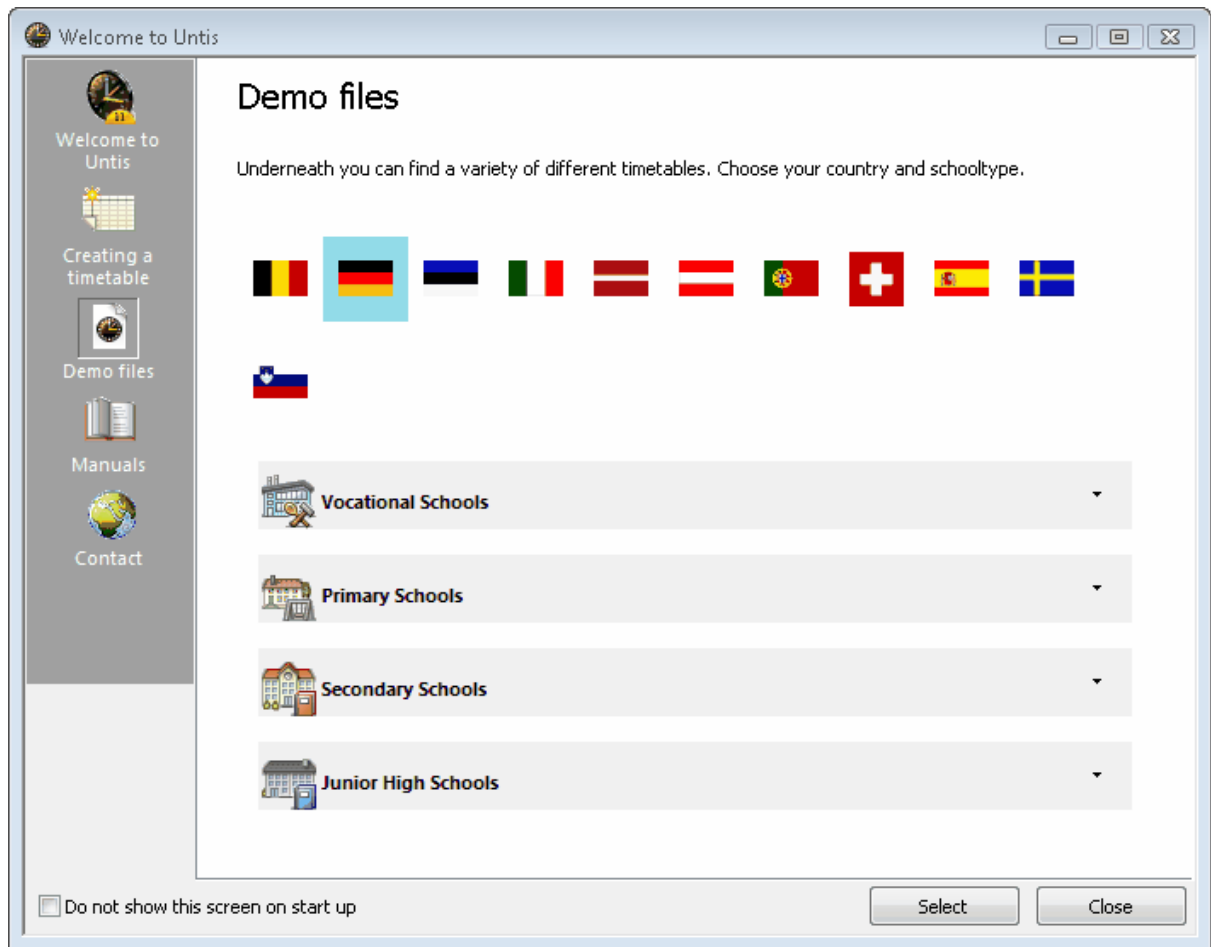
1.1 Welcome screen

When you first launch Untis 2011 you will be greeted by a welcome screen.



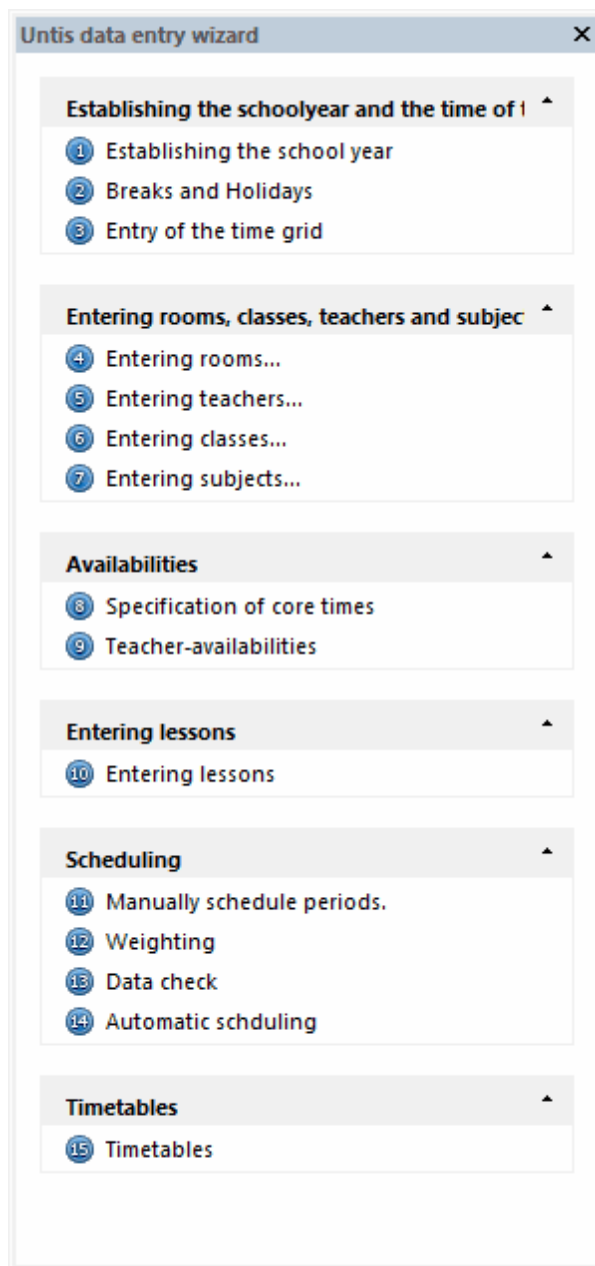
This gives you the opportunity not just to gain an overview of the application and the new features in Untis 2011 thanks to interactive Flash demos but also to view all manuals and to launch the [Input Wizard](#) .

Untis is deployed in a large number of countries. Take advantage of our international demo files to gain an overview of the possible uses of Untis.

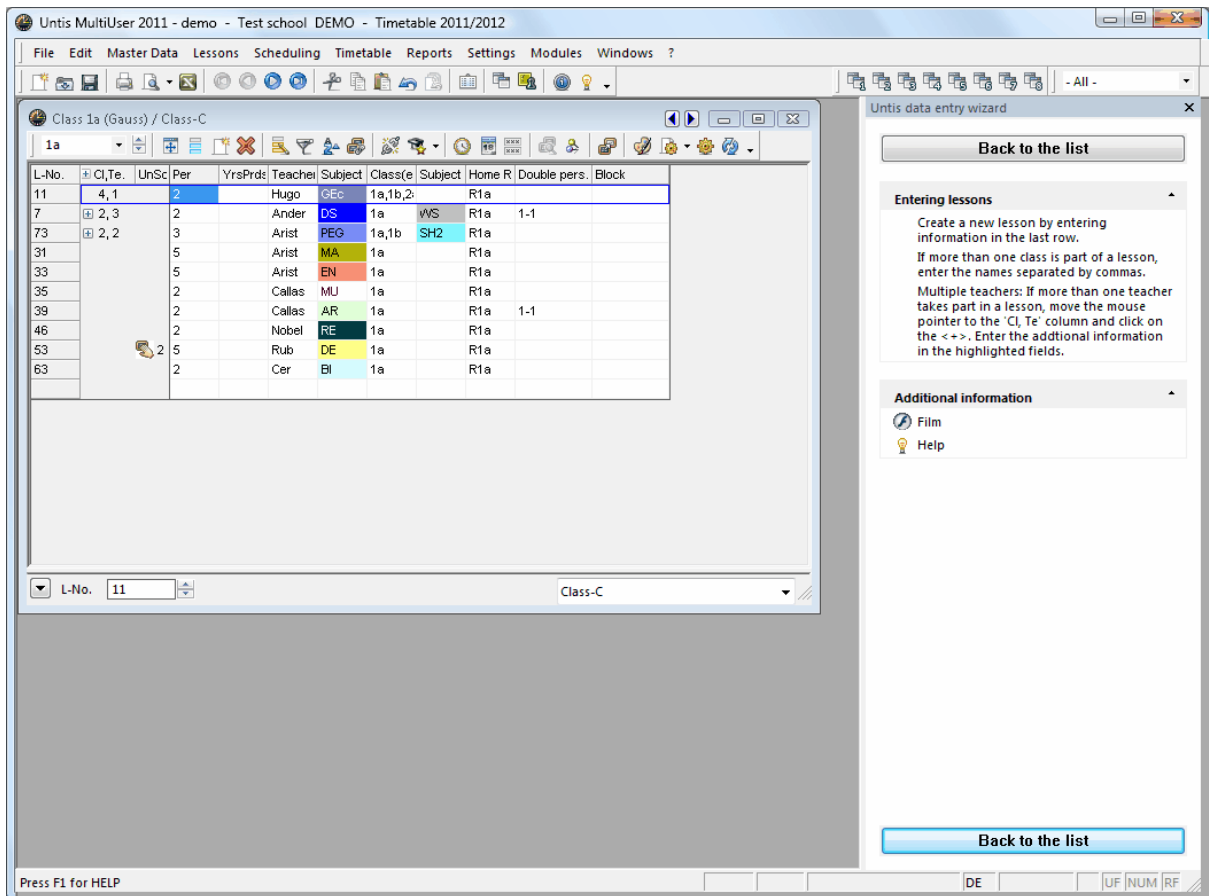


1.2 Input wizard

The input wizard has been completely redesigned in the new version in order to make the first steps in Untis 2011 easier for users, above all for newcomers.

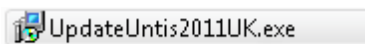


You can simply click step by step through the individual stages of creating a finished timetable. When you select a specific item the corresponding window will open and the input wizard will provide you with additional information on the subject. There is also additional information available in the help function and in Flash demos.



1.3 Version-related updates

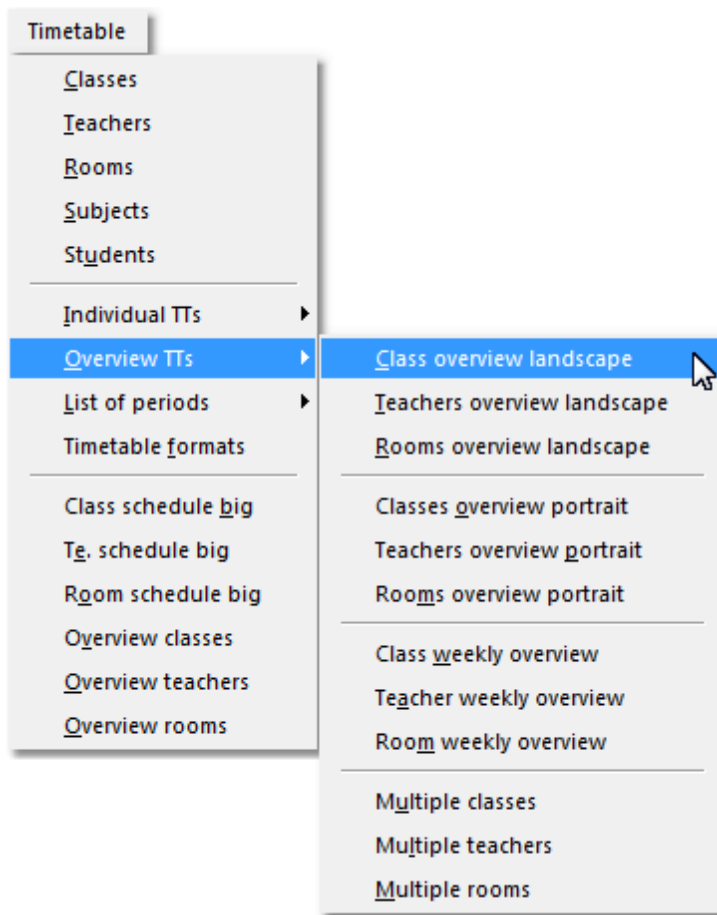
Gruber&Petters release version-related updates at regular intervals, which can be found in the download area at www.grupet.at. In the past, these executable .exe files had to be copied into the Untis program directory before they could be runs. From Untis 2011 onwards, this is no longer necessary.



You can now start the updater from any folder you want.

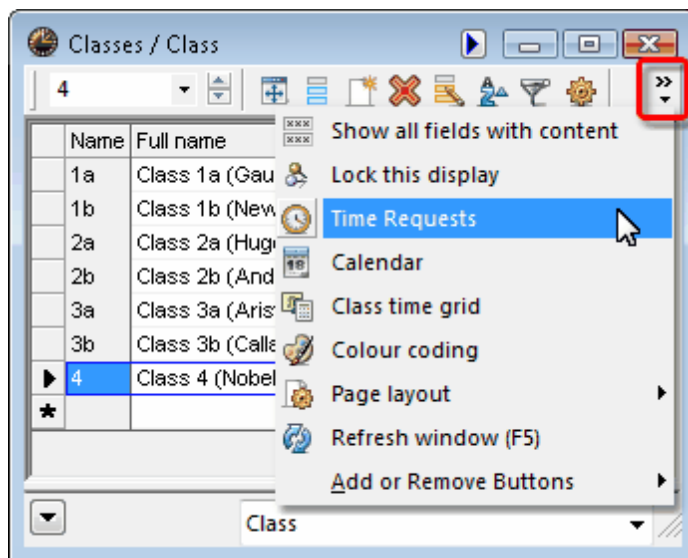
1.4 Menu + buttons

The menu structure has been revised in Untis 2011 and individual menu items have been groups into submenus. For example, all the different types of timetable format can now be accessed direct via the 'Timetable' menu.



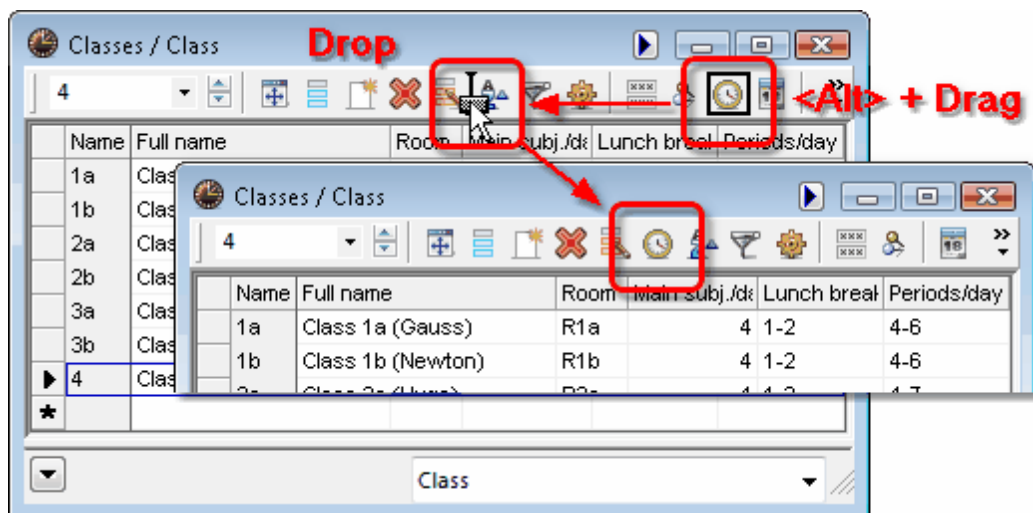
Buttons

The window size configured sometimes does not offer enough space to display all the buttons available in a window. In this case you can use the < >> > button to unfold a list of all hidden buttons. The figure shows time requests being called in the master data window for classes.



The 'Add or Remove Buttons' option also allows you to add or remove individual buttons.

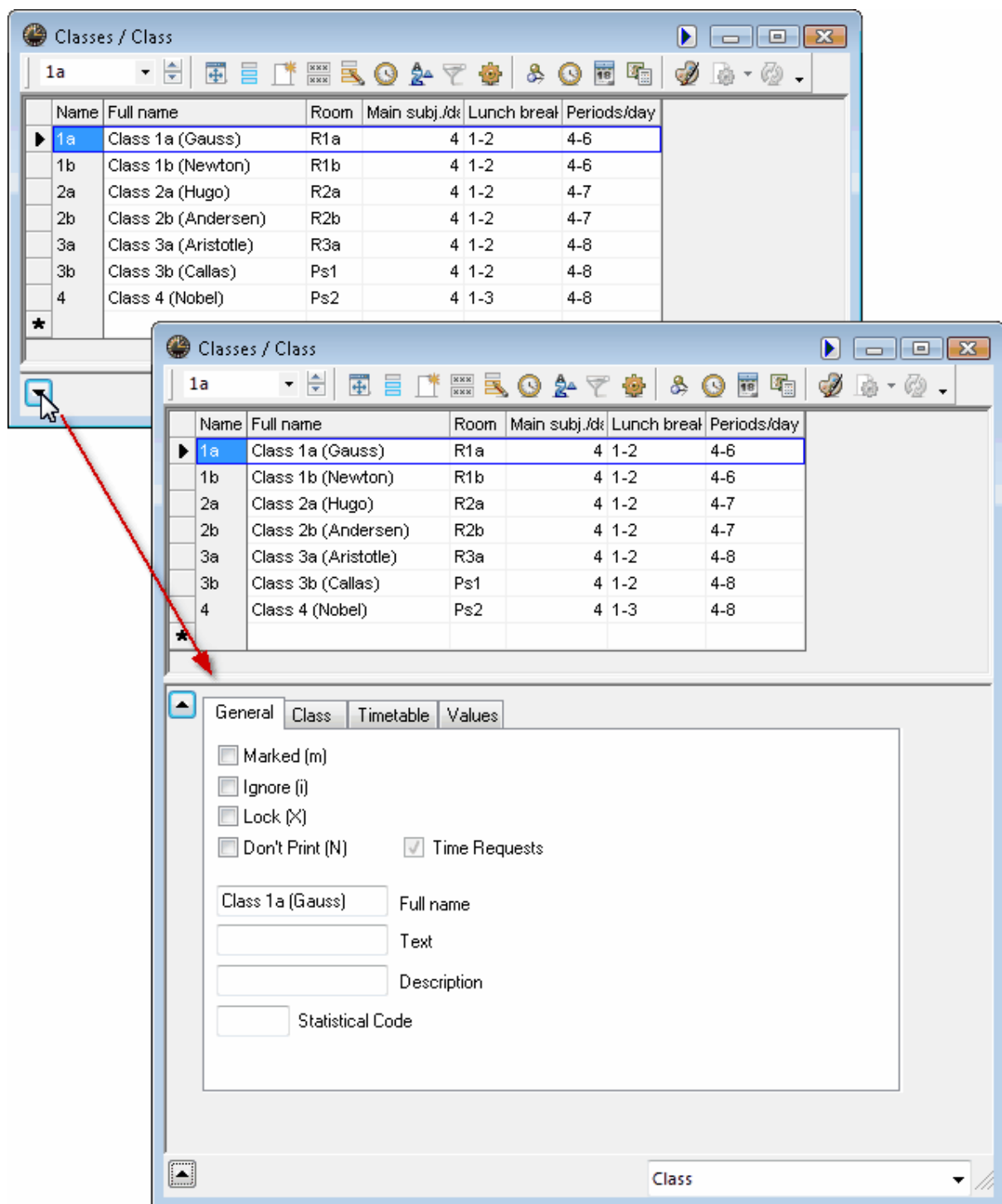
If you wish to modify the position of individual buttons, hold the <ALT> key on your keyboard while dragging the buttons to the desired position.



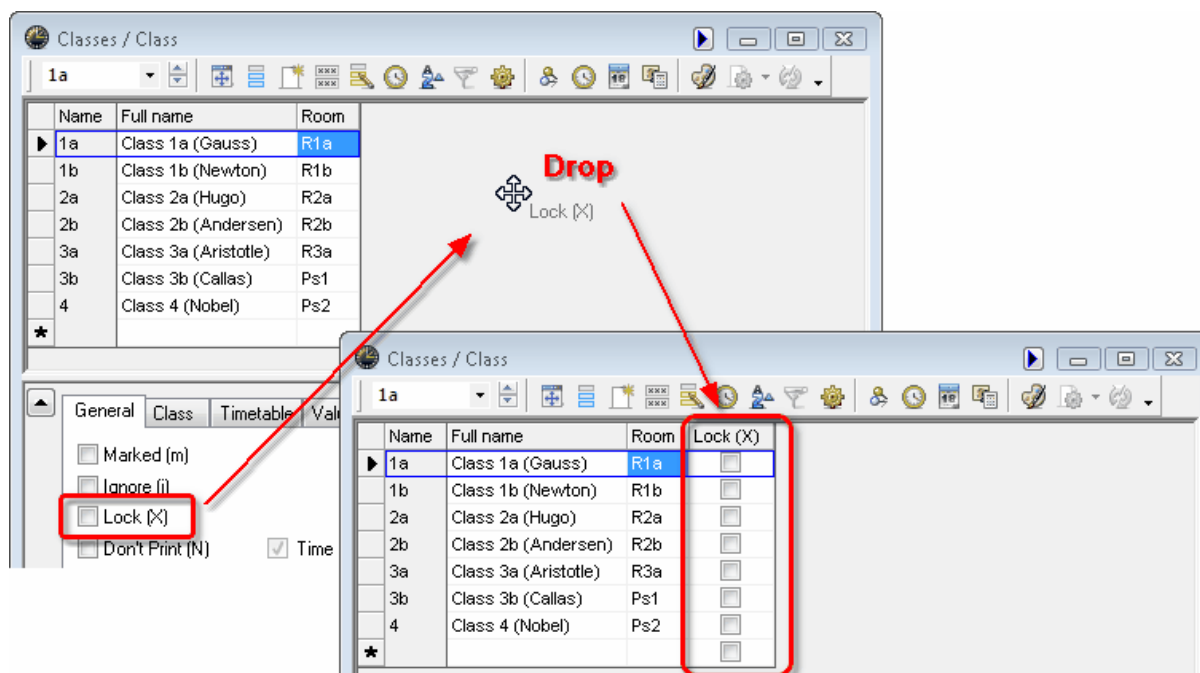
1.5 Views / Formats

1.5.1 Form view

The form view can now be found in all master data and lesson windows below the grid view. The form view can be folded out downwards using the button at the bottom left of the screen.



Another new feature is the possibility to display individual fields from the form view in the grid view using drag & drop.

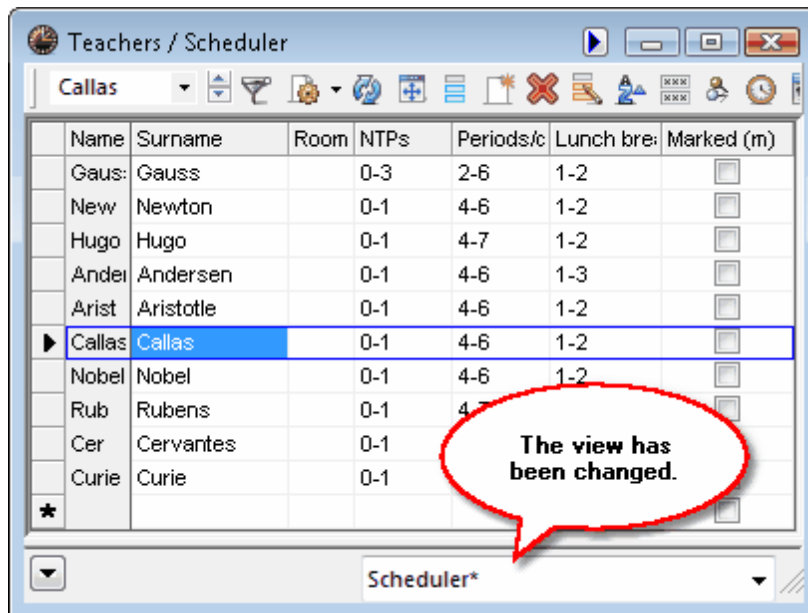


Note: Hiding columns

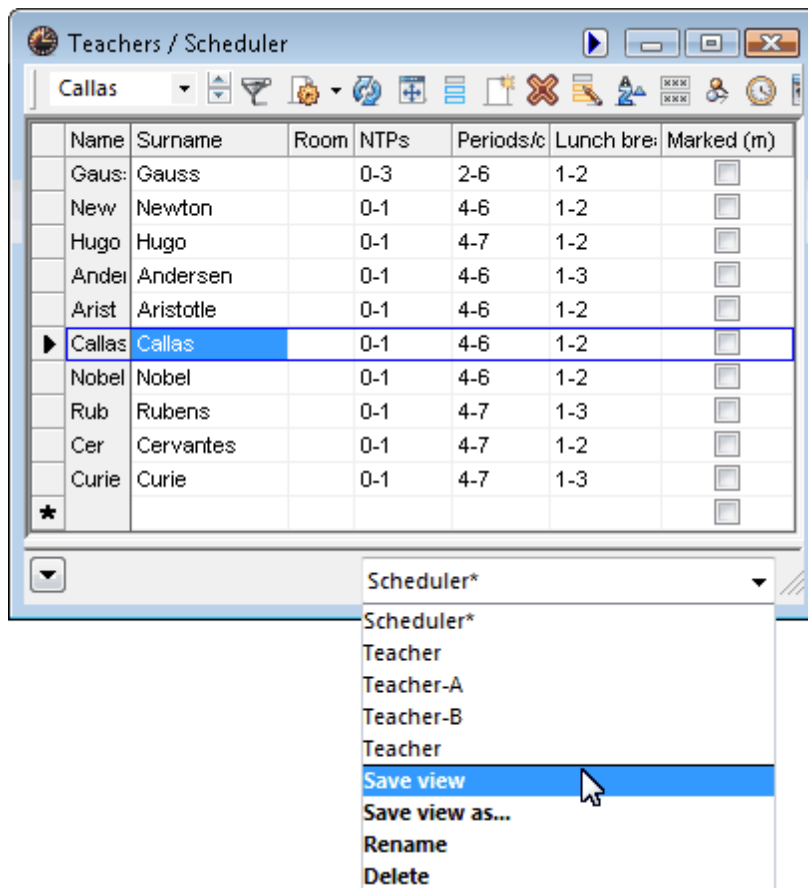
You can also use drag & drop to hide individual columns. Hold the <CTRL> key while dragging the column into the form view. This removes it from the grid view

1.5.2 Managing views

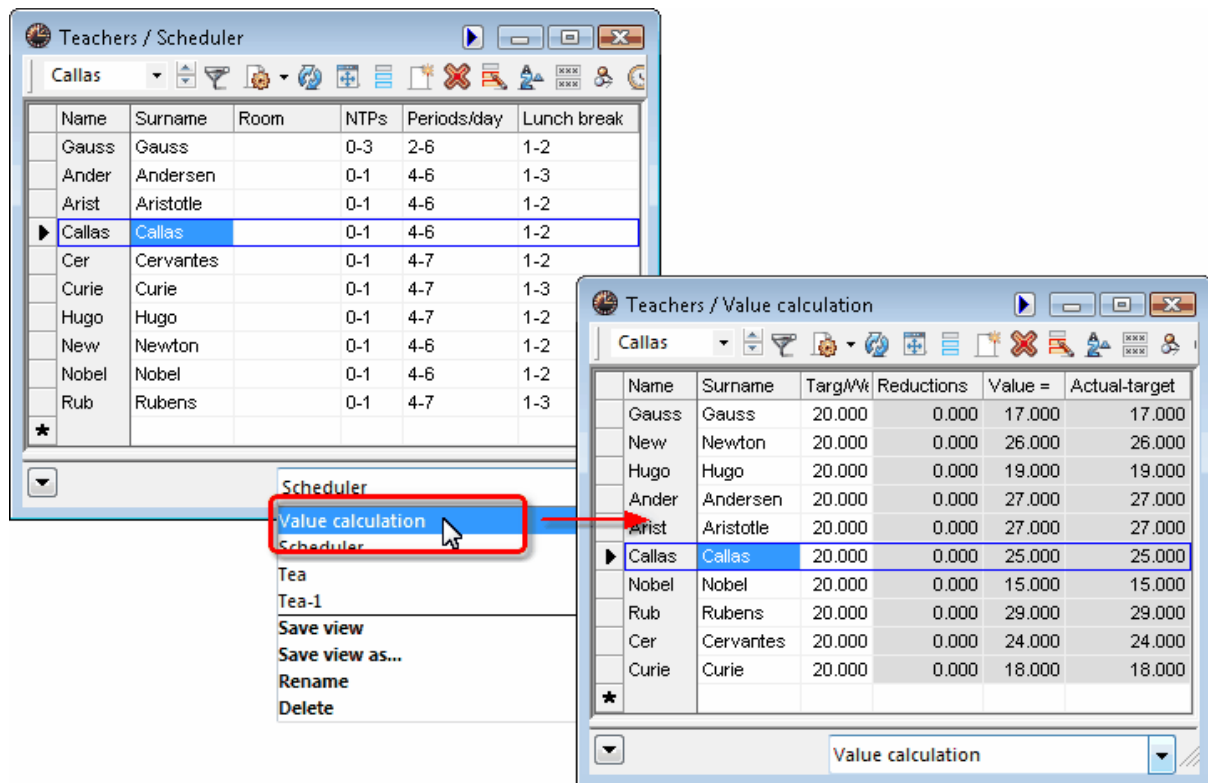
Untis 2011 displays the currently opened view at the bottom right of the window. As soon as you hide or show columns, define filters or change the sort criteria in a view, a * will be added to the name indicating that a change has been made.



When you close the window you will be asked if the changes made should be saved. You can also use the selection list at the bottom right of the screen to save the view direct.

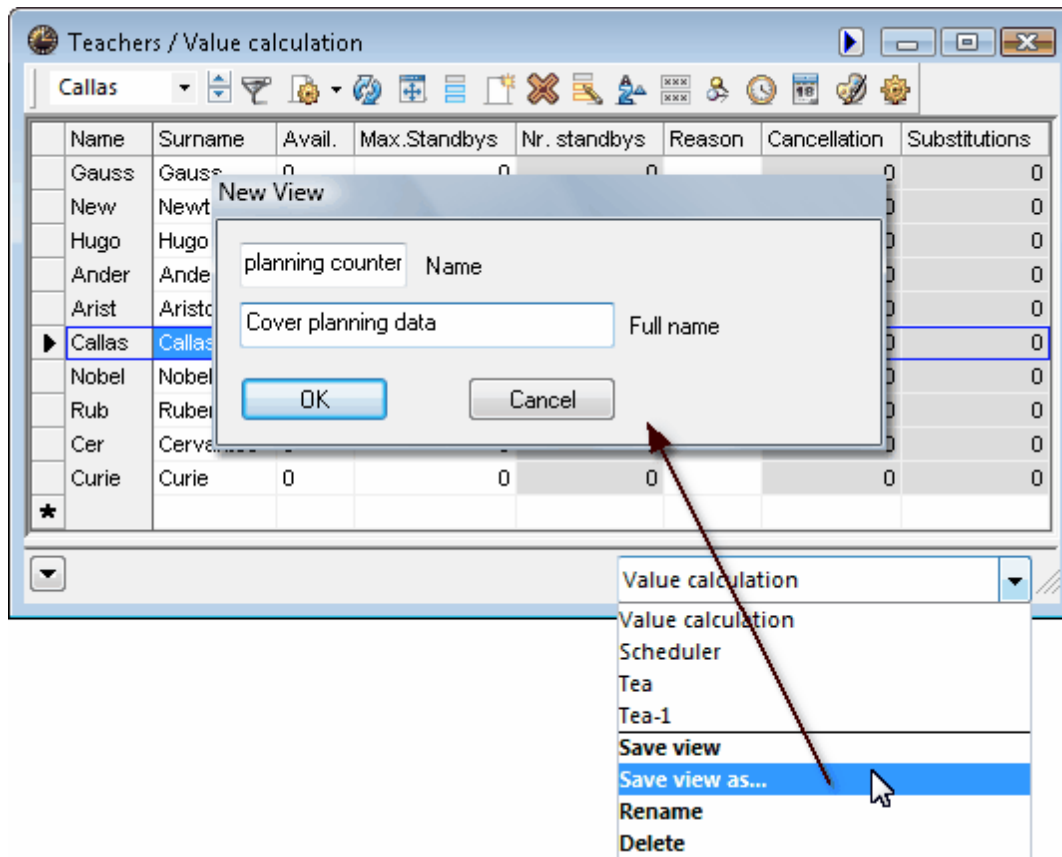


You can also use the selection list to switch between existing views. The figure shows how the display in the master data window for teachers switches from the scheduler's view to the format with all data for value calculation.



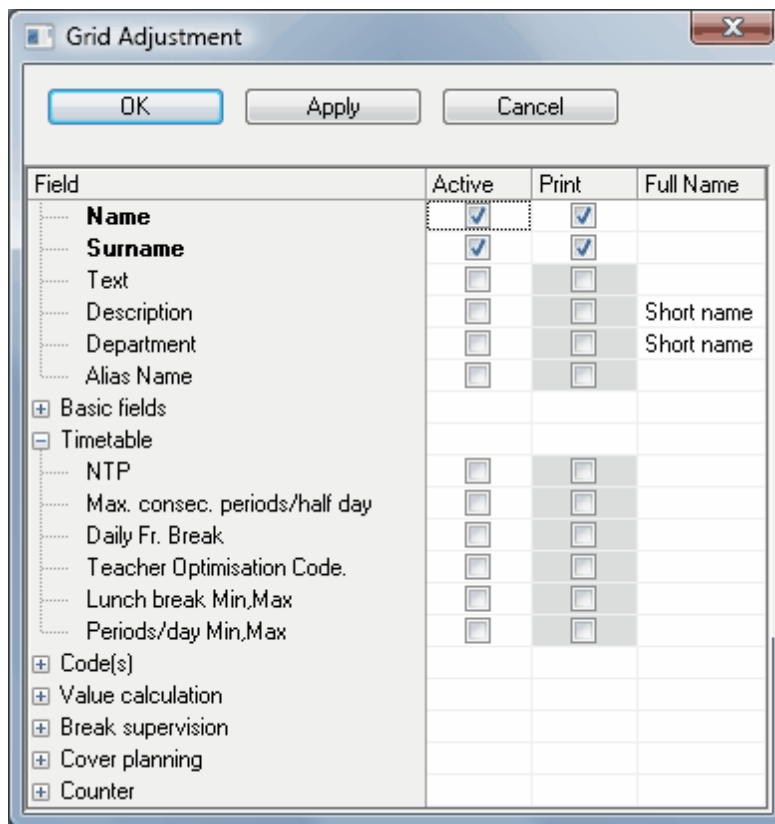
Managing views

Using the selection list mentioned above, it is also easy to create new views and to rename or delete existing ones.



1.5.3 Grid adjustment

Grid adjustmentThe 'Grid adjustment' dialog has been completely revised for the Untis 2011. Its functionality is now completely restricted to specifying which fields in the grid view should be displayed or not ('active' check box). Owing to the large number of fields available, categories have been introduced to group the fields. For example a difference is now made in the master data for classes between basic data, data relating to the timetable, codes and data relating to value calculation.

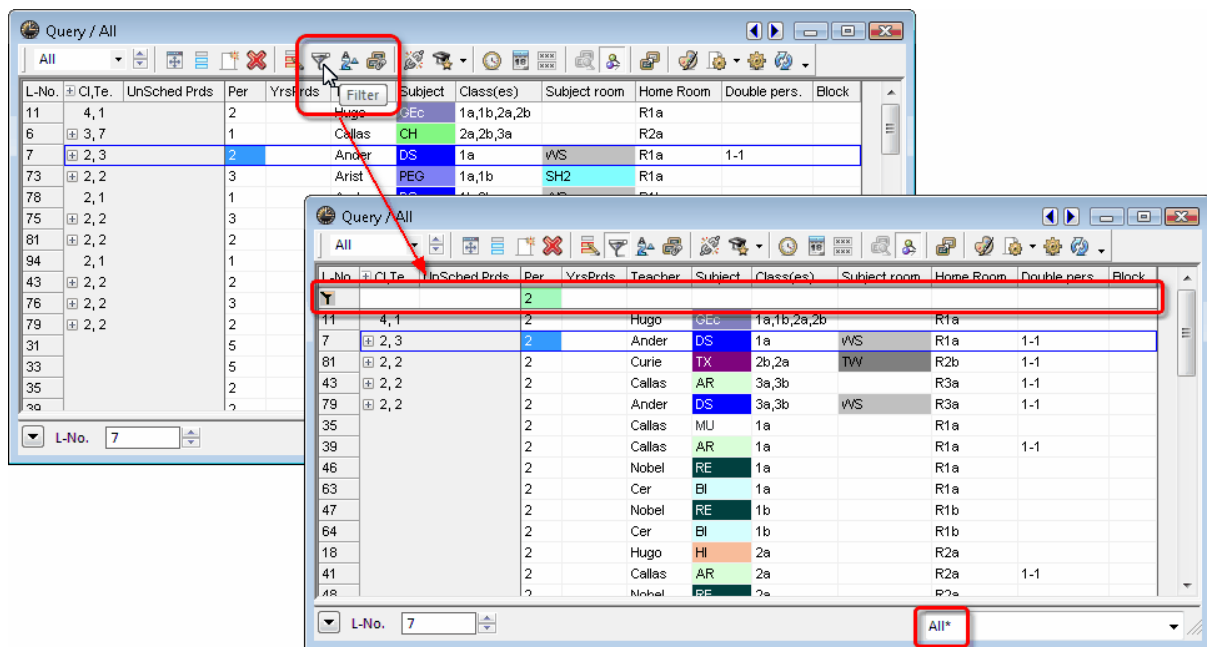


If a column is now displayed in the grid view (check box 'active') the 'print' columns can be used to determine whether the field in question should be included in a print operation or not. You can specify whether the short or long name should be output for fields referencing other elements (e.g. the 'Teacher' field in the lessons window) using the 'Full name'.

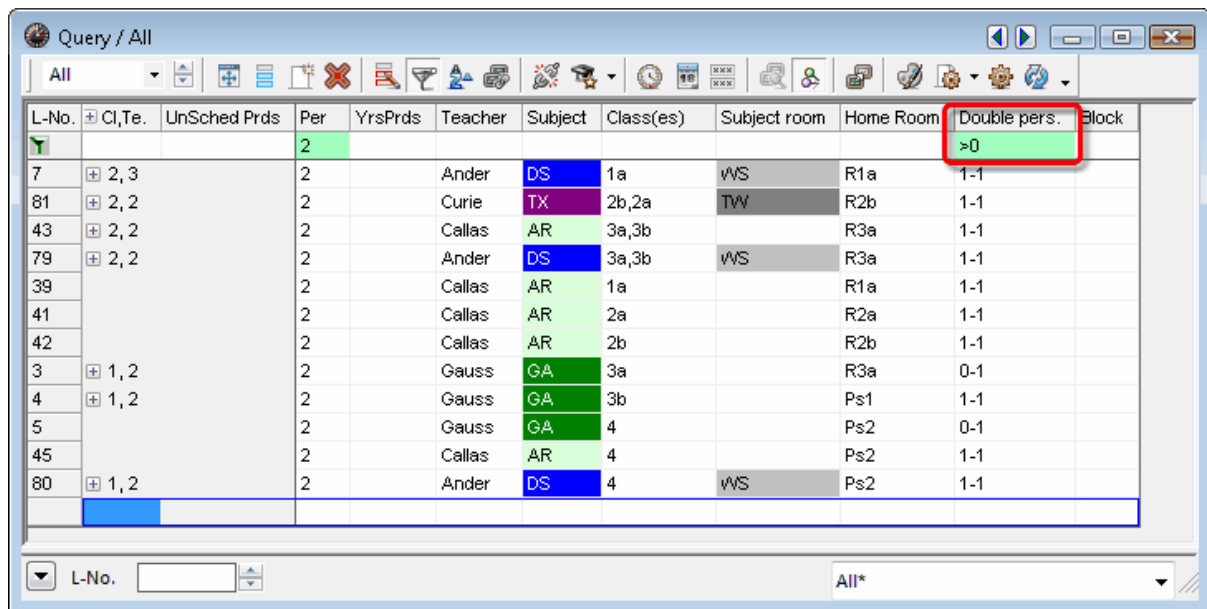
All functions that were contained in the 'Grid adjustment' dialog up to and including Untis 2010 are now described in the chapters [Queries](#) , [Sorting](#) and [Print view](#).

1.5.4 Queries

The query functions for all input masks has been combined with the filter function. For example, when you click on the <Filter> button in the 'Lessons | All' window, lessons will be filtered according to the current field, as is the case in version 2010. However, an additional filter row will be displayed as the first row indicating the filter used.



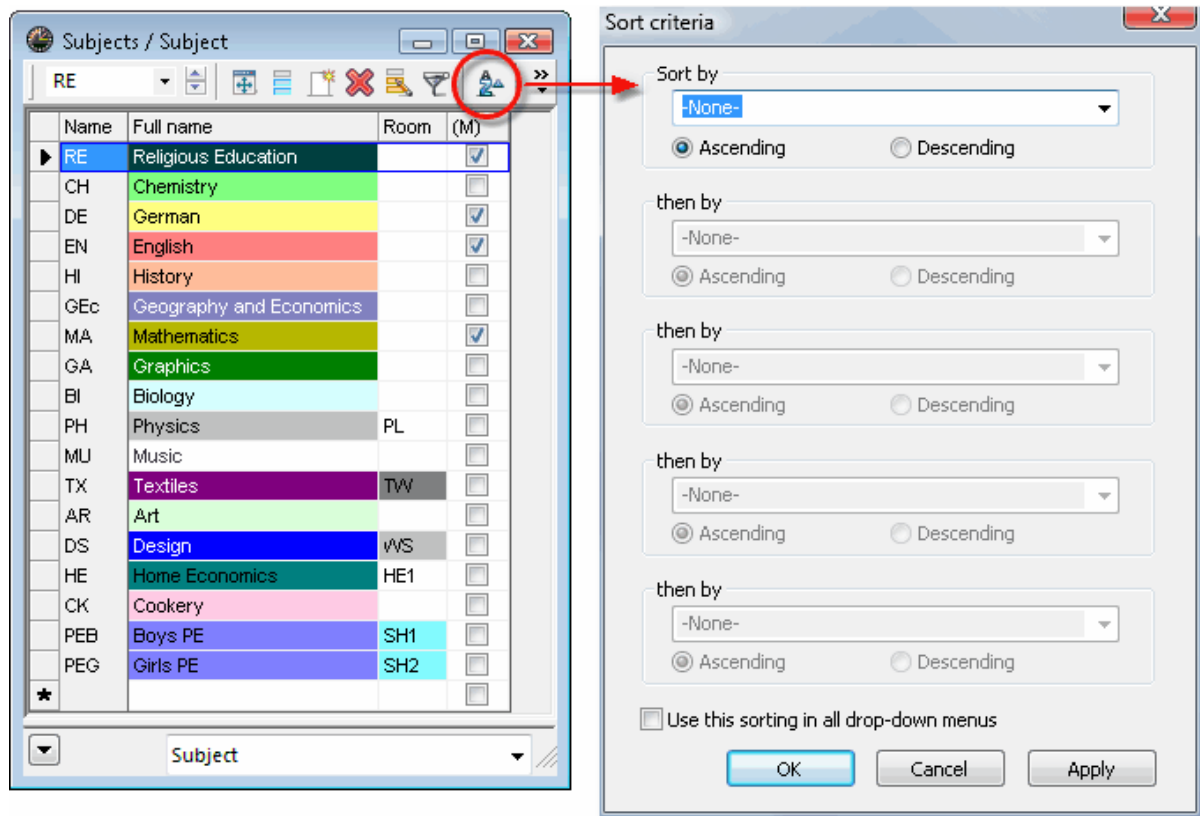
You can now choose to enter additional filter conditions in the first row. The example shows how a filter is set to search for lessons with a double-period condition in addition to the 2-period lessons.



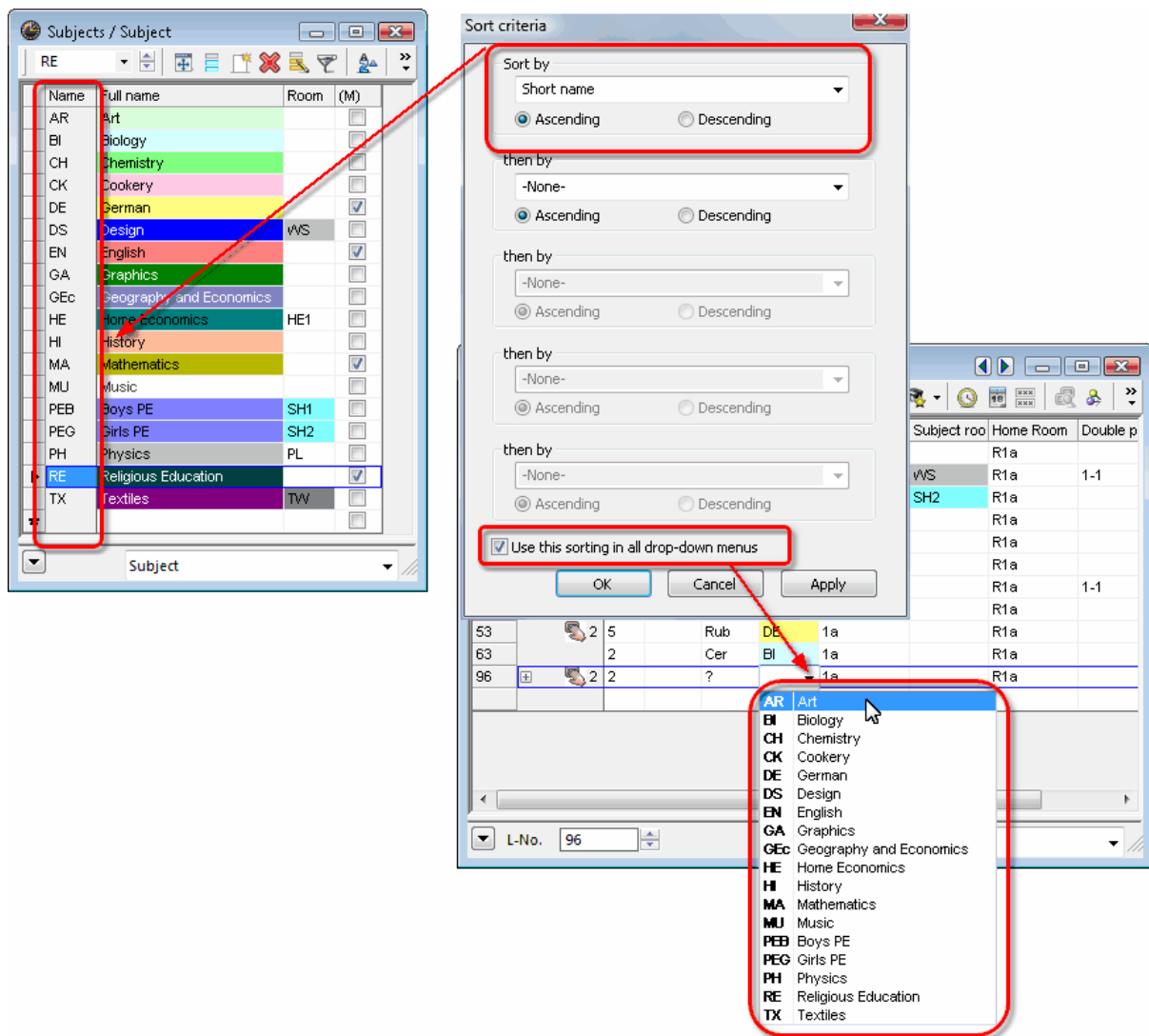
Whether a filter is set or not is saved in the view in question. Please therefore note that a '*' has been added to the name of the view at the bottom right of the window marking it as having been changed. You can obtain more information on this in the chapter [Views](#).

1.5.5 Sorting

In Untis 2011 the various sort options have been combined and standardised. Clicking on the <Sort> button in on of the master data widows allows you to specify up to 5 different sort criteria.

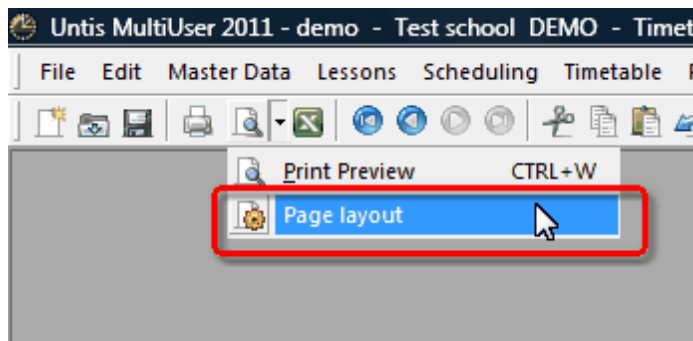


You can now select the fields by which the view should be sorted. When the option 'Save sort for selection lists' is checked, the sort setting will be used at all points in the application where these elements are listed.



1.5.6 Page layout

All views (master data, lessons, cover planning) now provide the option <Page preview> in the main toolbar with which you can prepare the relevant list for printing: the page layout.



The figure shows a list of the lessons for class 1A. The page layout toolbar allows all settings relevant for printing the be made. For example, if a column is to be printed bold, you can click on the column and then on the button.

Demo2.gpm:2

Class(es): 1/7

Print only if changed after...

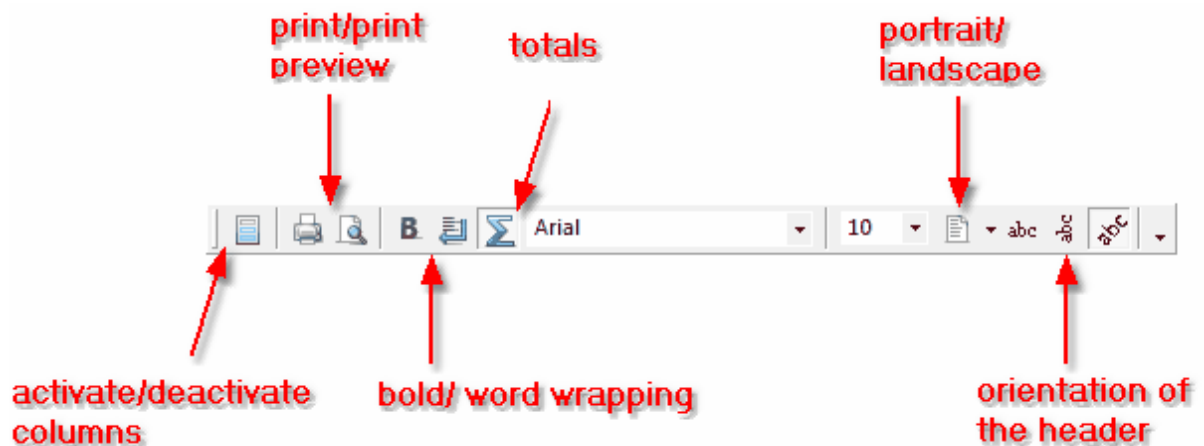
Selection

01.01.1970 01:00:00 Today

☐ Heading on every continued page

Element header	1a Class 1a (Gauss)											
Column Heading	L.No.	Ci.Te.	UnSched Prcs	Per	YrsPrcs	Teacher	Subject	Class(es)	Subject room	Home Room	Double pers.	Block
	76	4, 1	1	2		Hugo	GEc	1a,1b,2a,2b		R1a		
	77	2, 3		2		?	DS	1a	WS	R1a	1-1	
						Gauss	DS	1b	WS	R1a		
						Curie	TX	1a,1b	TW			
	78	2, 2	1	3		Arist	PEG	1a,1b	SH2	R1a		
						Rub	PEB	1a,1b	SH1	R1b		
	79		1	5		Arist	MA	1a		R1a		
	80		1	5		Arist	EN	1a		R1a		
	81			2		Callas	MU	1a		R1a		
	82			2		Callas	AR	1a		R1a	1-1	
	83			2		Nobel	RE	1a		R1a		
	84		1	5		Rub	DE	1a		R1a		
	85		1	2		Cer	BI	1a		R1a		
	86			2		Curie	TX	1a	TW	R1a	1-1	
	87	()		2		Curie	CTe	1a		R1a		
				34.00								

The figure illustrates the meaning of the various buttons:



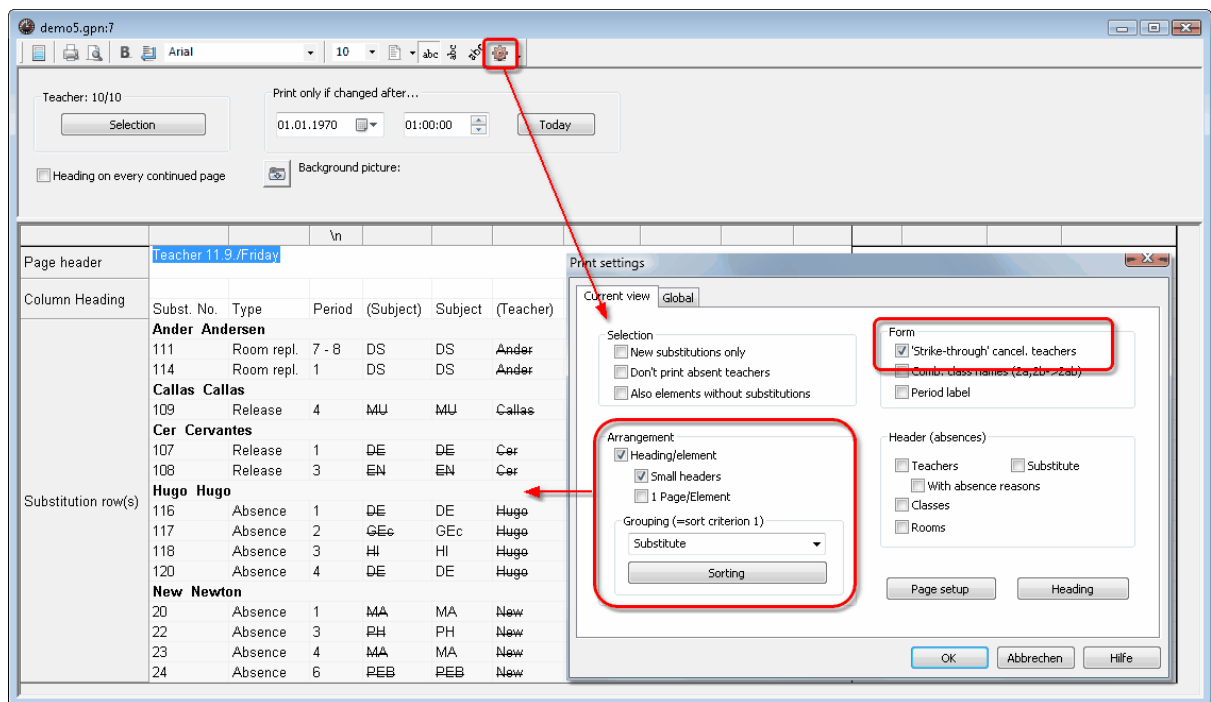
If you wish to modify the labels in the headings simply click on one of the two headers and enter the desired expression. Please note that the window also displays the pagination. Thus the column PA Max in the figure would be printed on the second page.

The screenshot shows a software window titled 'demo5.gpn:3'. It features a toolbar with icons for print, save, and font settings. Below the toolbar, there are input fields for 'Teacher: 10/10', a 'Selection' button, and a 'Print only if changed after...' section with date and time pickers (01.01.1970, 01:00:00) and a 'Today' button. A checkbox labeled 'Heading on every continued page' is also present. The main area contains a table with the following columns: 'Column Heading', 'Name', 'Surname', 'Room', 'Permitted NTPs', 'Periods/day', 'Factor', 'Max.Standbys', and 'BS Max.'. The 'Permitted NTPs' column is highlighted with a red box. The table lists several names and their corresponding values for the other columns.

Column Heading	Name	Surname	Room	Permitted NTPs	Periods/day	Factor	Max.Standbys	BS Max.
	Ander	Andersen	1-3		4-6	1.000	2	20
	Arist	Aristotle	1-3		4-6	1.000	2	20
	Callas	Callas	1-3		4-6	1.000	2	20
	Cer	Cervantes	1-3		4-7	1.000	2	20
	Curie	Curie	1-3		4-7	1.000	2	20
	Gauss	Gauss	1-3		2-6	1.000	2	20
	Hugo	Hugo	1-3		4-7	1.000	2	20
	New	Newton	1-3		4-6	1.100	2	20
	Nobel	Nobel	1-3		4-6	1.000	2	20
	Rub	Rubens	1-3		4-7	1.000	2	20

Page layout in cover planning

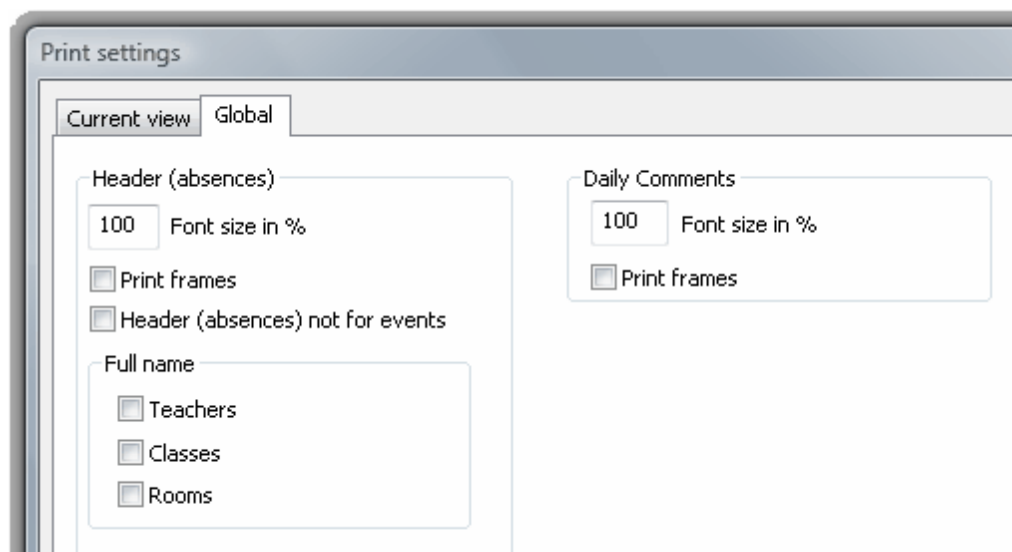
The page layout has special significance in cover planning. It is now possible to make all the settings that influence the substitution list printout centrally in the 'Page layout' window.



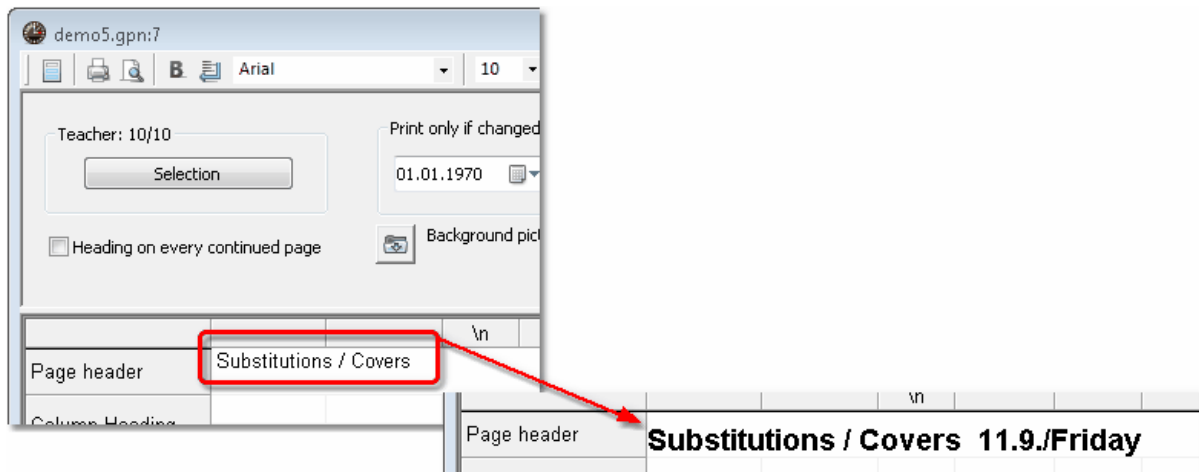
You can make all the settings for the absences header and the daily comments centrally on the 'Global' tab under <Settings>.

Caution

These settings are global, i.e. they also affect the way substitution lists are printed.



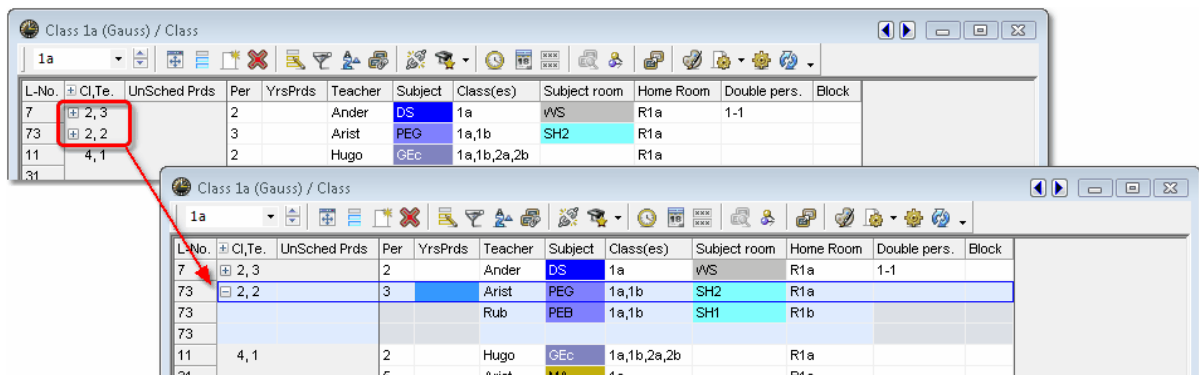
The heading of the substitution list can also be changed.



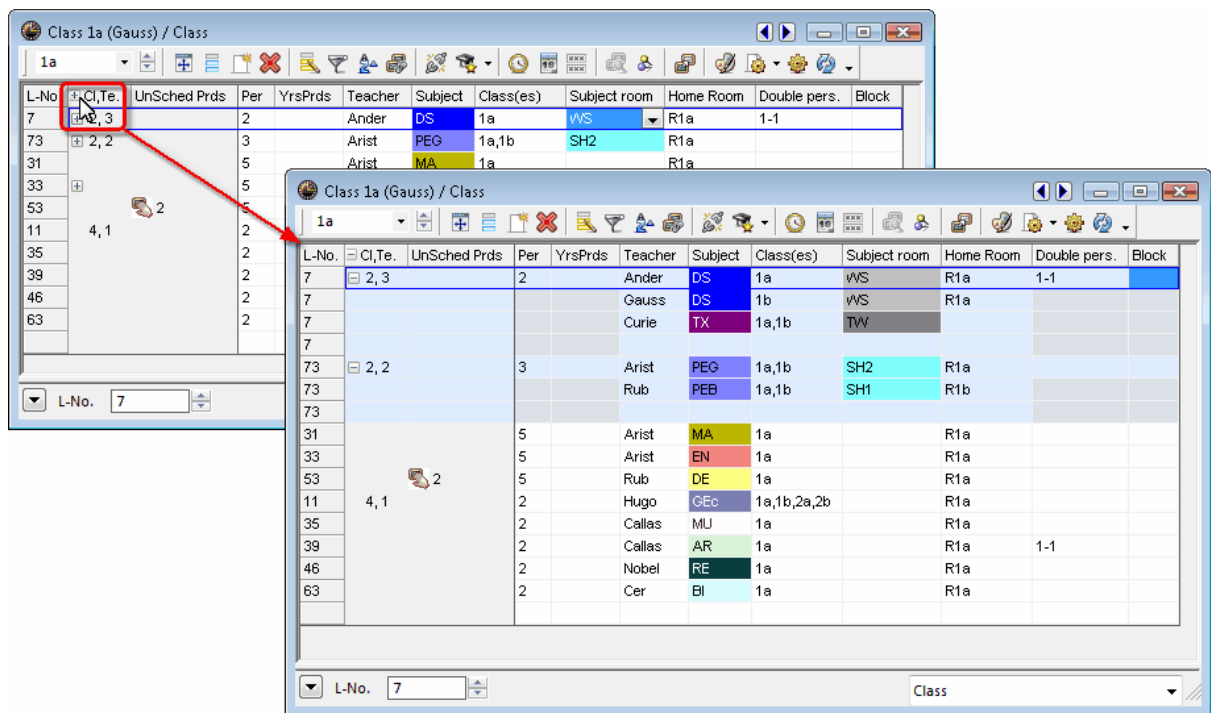
1.5.7 Lessons Window

1.5.7.1 Display of coupled lessons

There is no longer any details window provided in the lessons window in Untis 2011. Instead the coupling lines are displayed directly below the lessons concerned. When on the <+> in the 'Cl,Le' column causes the relevant rows to fold out downwards. Rows that belong together are coloured accordingly.

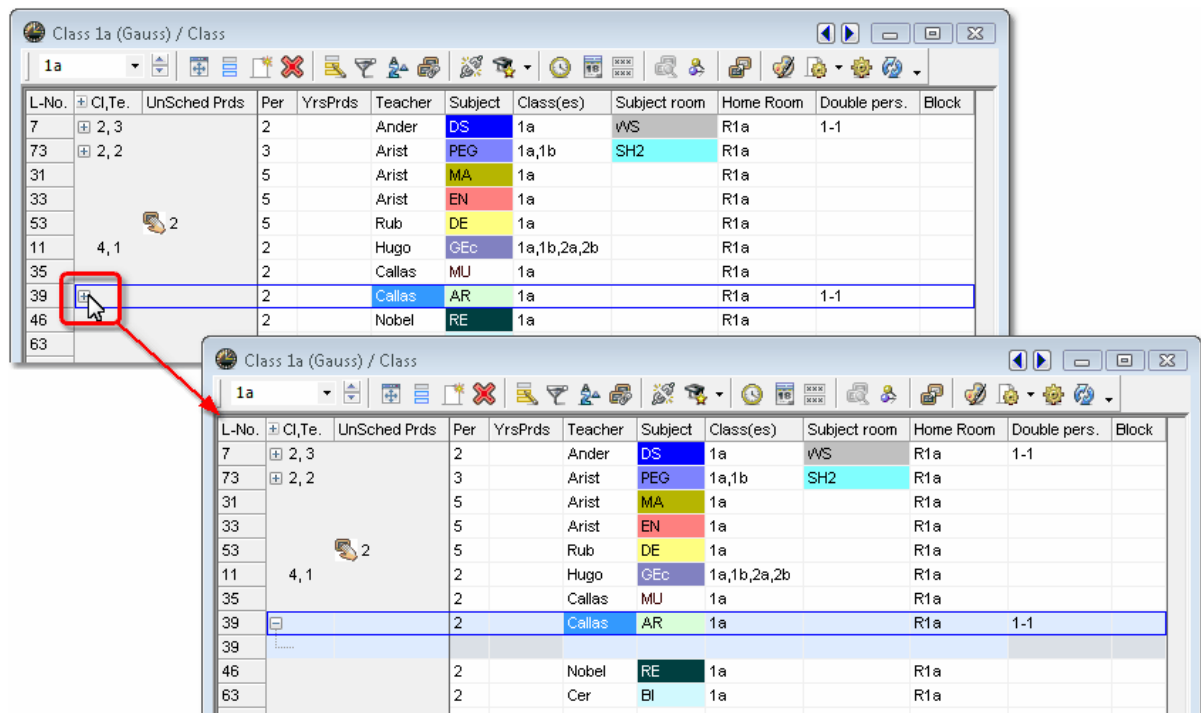


You can fold out all coupled lessons in one go by clicking on <+> in the column header 'Cl,Le'



1.5.7.2 Entering couplings

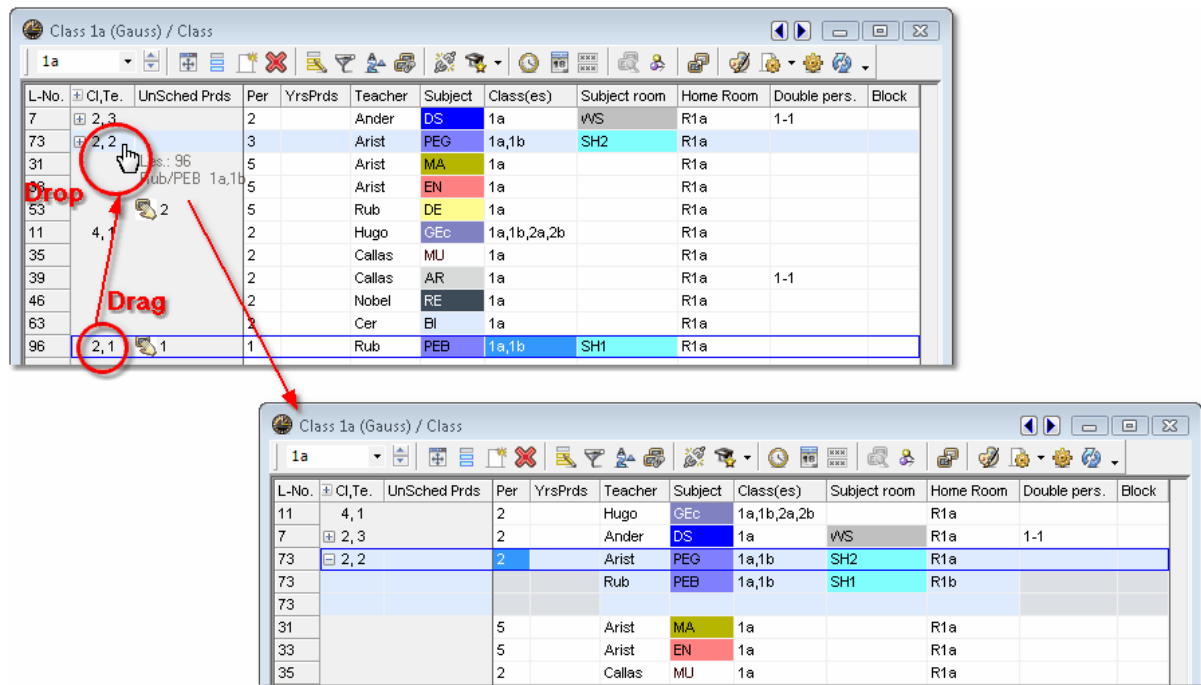
If you wish to add a coupling to a lesson, position the mouse in the 'Cl,Le' column of the lesson in question and click on the '<+>' icon that is then displayed.



In order to define the coupling, enter the name of the additional teacher in the last, empty, blue-coloured row and confirm the input by pressing the <TAB> key.

Coupling with drag & drop

If you wish to couple 2 existing lessons, mark one of the lessons in the column 'Cl,Le' with the right mouse button and drag it over to the lesson with which it is to be coupled. As soon as you drop it (i.e. release the mouse button) both lessons will be coupled.



Decoupling lessons is just as simple. Drag the coupling row that you wish to decouple out of the coupling by using the mouse in the 'Cl,Le' column and drop it. The lessons are now decoupled.

1.6 Timetables

1.6.1 Changing size

Untis 2011 allows you to change the size of the timetables in the timetables window very easily. Dragging the dividing lines between the columns apart or together alters the size of the timetable accordingly.

The top window, titled "1a - Class 1a (Gauss) Timet", displays a timetable grid. A red circle highlights a cell in the first row, second column (Mo), and a red arrow points to a cell in the first row, fourth column (Th). The text "Drag" is written in red above the first cell, and "Drop" is written in red above the second cell.

The bottom window, titled "1a - Class 1a (Gauss) Timetable (Cla1)", displays a timetable grid and a list of classes. The timetable grid shows the following data:

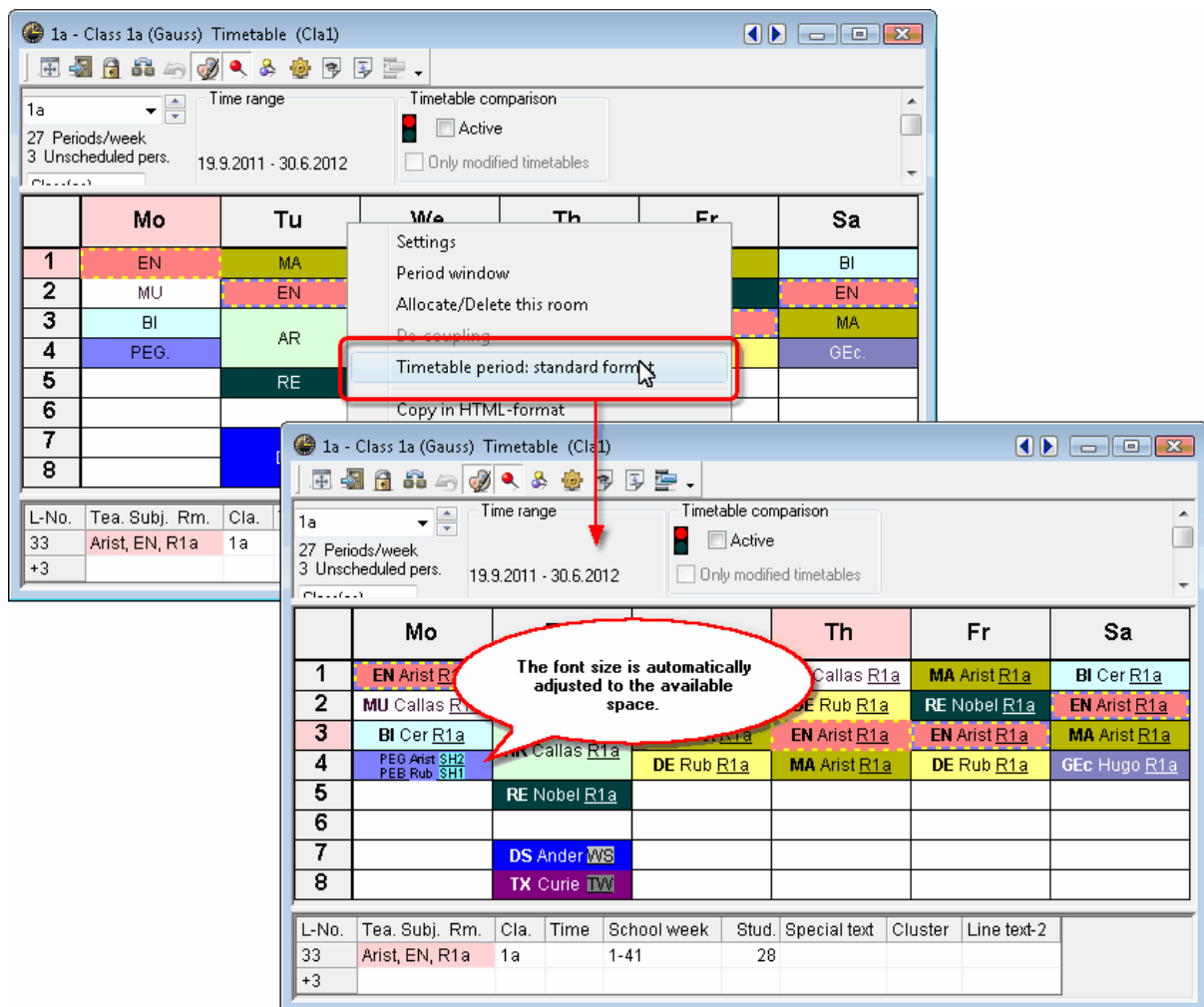
	Mo	Tu	We	Th	Fr	Sa
1	EN	MA	GEc.	MU	MA	BI
2	MU	EN	PEG.	DE	RE	EN
3	BI	AR	MA	EN	EN	MA
4	PEG.	AR	DE	MA	DE	GEc.
5		RE				
6						
7						
8		DS.				

The list of classes below the timetable shows the following data:

L-No.	Tea.	Subj.	Rm.	Cla.	Time	School week	Stud.	Special text	C
31	Arist.	MA	R1a	1a		1-41	28		
+3									

1.6.2 Timetable: standard format

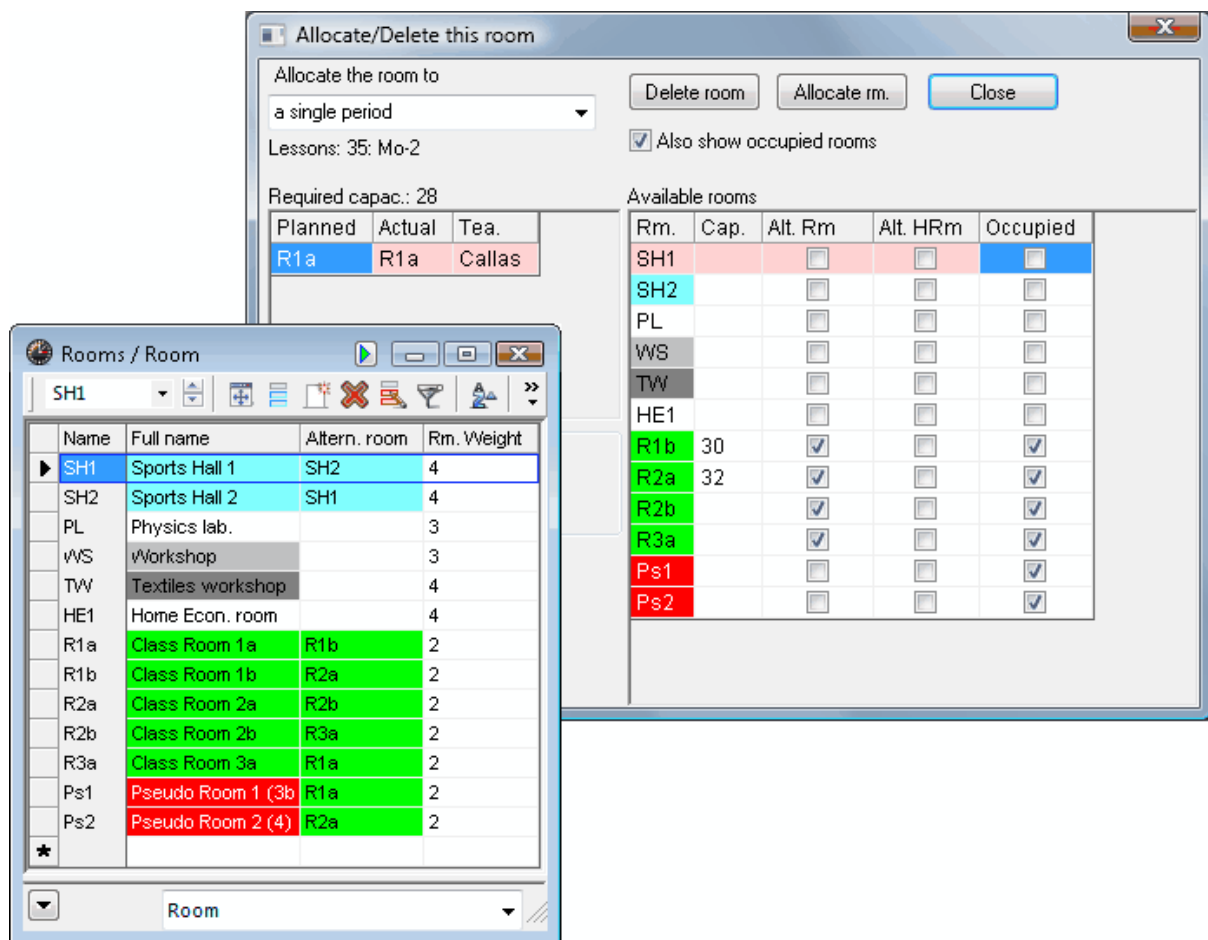
In the past it was always necessary to specify exactly what information should be displayed in the output of the timetables. You used to have to define in the <Period window> graphic editor, for example, how many coupling rows should be output. The new functionality of the standard format allows the timetable to display all coupling lines with information on classes, teachers, rooms and subjects. Optimal use is made of the space available within the timetable cell, and the size of the type face for couplings is reduced accordingly where necessary.



2 Manual Planning

2.1 Room scheduling

In the master data you now have the possibility of assigning a colour of your choice to each room. This visual aid to orientation is then available in the room allocation dialogue.



In addition to the room allocation dialogue, you can now change a room using drag & drop in the room overview plans.

TW - Textiles workshop Timetable (Roo20A)

Time range: 19.9.2011 - 30.6.2012

Timetable comparison: ☐ Active, ☐ Only modified timetables

	Monday											
	1	2	3	4	5	6	7	8	1	2	3	
SH1	4 New PEB		3a,3 Rub PEB	1a,1 Rub PEB							2b,2 Rub PEB	
SH2	4 Curi PEG		3a,3 Arist PEG	1a,1 Arist PEG							2b,2 Arist PEG	
PL				3b New PH				4 Arist PH				2 N F
WS												
TW				3a Curi TX								
HE1				3a Curi TX								
R1a	1a Arist EN	1a Calla MU	1a Cer BI	4 Hug DE	3b New MA				1a Arist MA	1a Arist EN	1a Calla AR	1 C A

Textiles with teacher Curie is moved from the textiles workshop to the general workshop.

2.2 Decoupling

A coupled lesson can be decoupled direct in the timetable and the new lesson that is thereby created can be scheduled at another place.

Example: The coupled lesson in periods 7 and 8 on Tuesdays is to be decoupled as teacher 'Ander' is to teach his group on Thursdays.

Click on the period with the right mouse button and select 'Decouple'. The lesson is then decoupled and the new lesson with teacher 'Ander' can be easily rescheduled using drag and drop.

The top screenshot shows a timetable grid with a context menu open over a block. The menu options are: Settings, Period window, Allocate/Delete this room, **De-coupling** (highlighted with a red circle), Timetable period: standard format, and Copy in HTML-format. Below the grid is a table with the following data:

L-No.	Tea.	Subj.	Rm.	Cla.	Time	S
7		Ander, DS, WS		1a		1
		Gauss, DS, WS		1b		
		Curie, TX, TW		1a, 1b		
Total						57

The bottom screenshot shows a similar timetable grid. A red circle highlights a 'DS' block in the 7th period, 13:30-14:15 slot. A red arrow points from this block to a 'DS' block in a separate window. Below the grid is a table with the following data:

L-No.	Tea.	Subj.	Rm.	Cla.	Time	School week	Stud.	Speci
43		Callas, AR, R3a		3a, 3b		1-41		
		Ander, MU, R1a (Ps1)		3a, 3b				

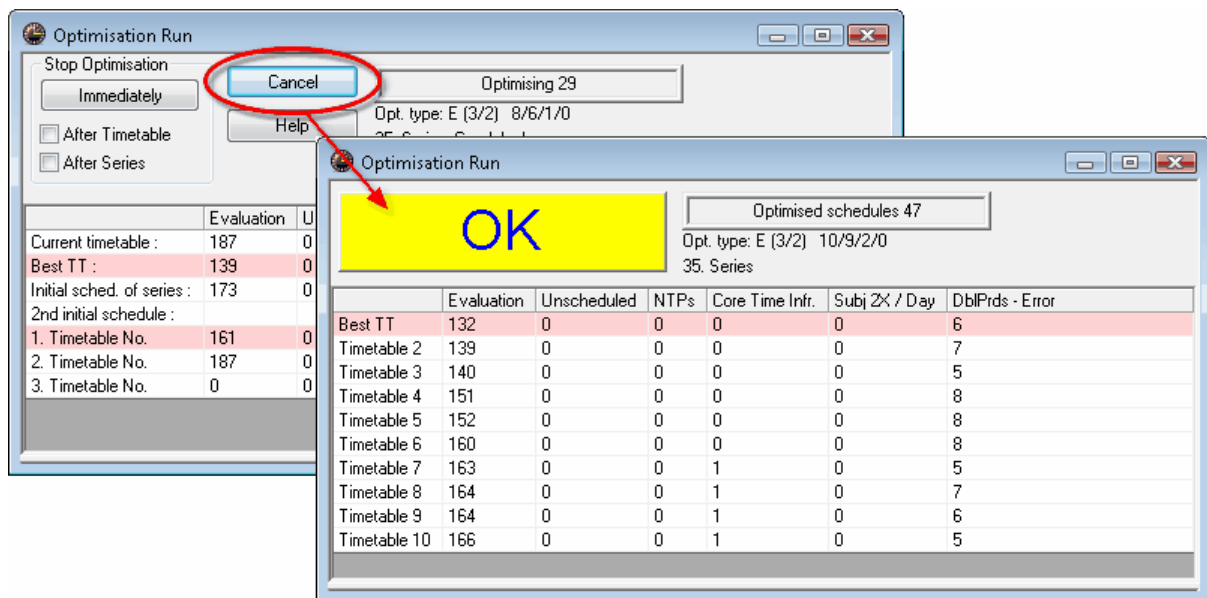
Below this table is another table with the following data:

L-No.	Tea.	Subj.	Rm.	Cla.	Time	School week	Stud.	Speci
97		Ander, DS, WS		1a		1-41	28	Volur

3 Optimisation

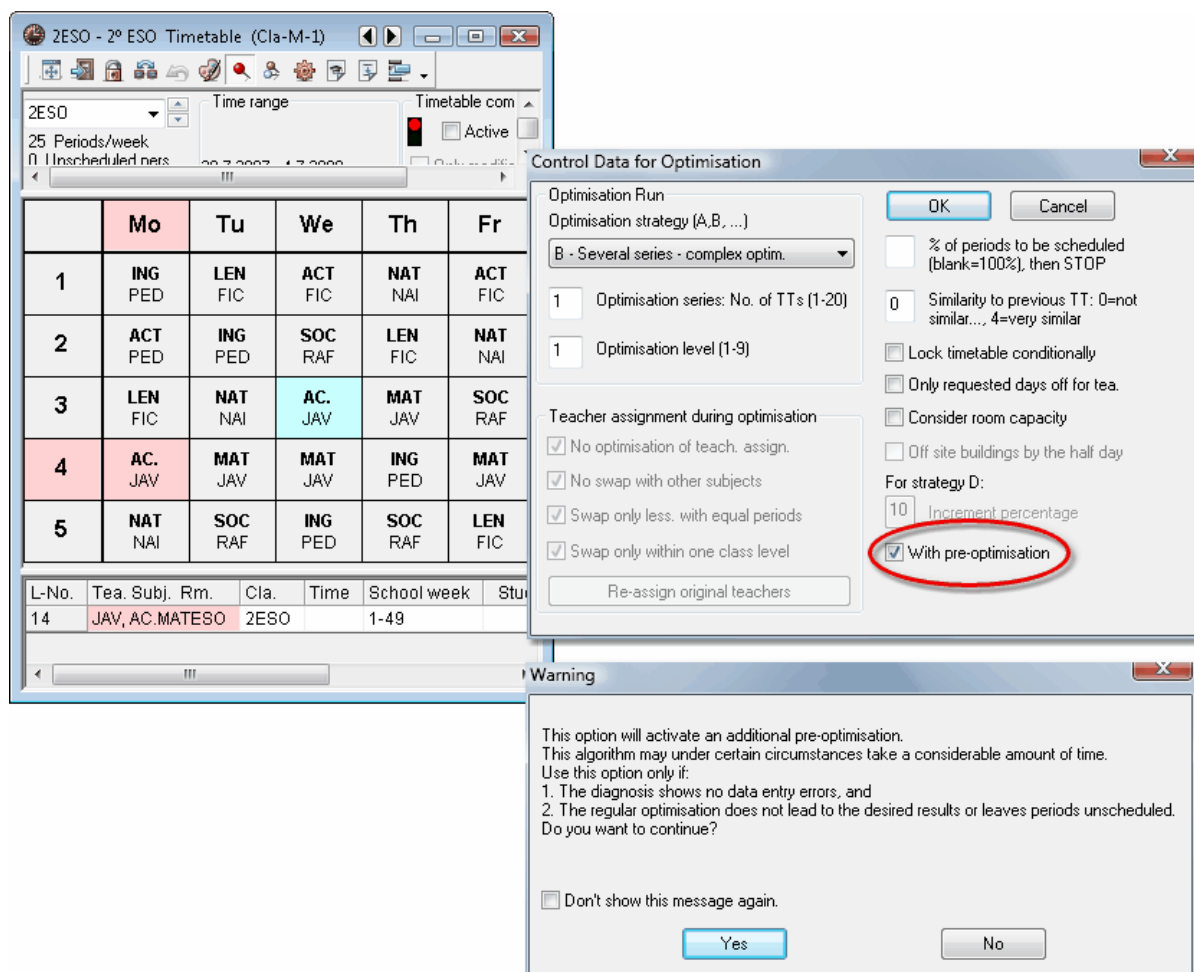
3.1 Pausing optimisation

Untis 2011 allows you to end a timetable optimisation run without losing the current interim status. If a strategy E has been running for some time and you do not wish to wait for the optimisation to finish since there are no further alterations being made to the evaluation figure, you can end it at any time using the <Cancel> button. After optimisation ends, the current best timetables are loaded.



3.2 Pre-optimisation

At small schools, a timetable is very often created within a very restricted time frame. Thus, for example, 25 weekly lessons must be scheduled within a time frame of exactly 25 periods. In these circumstances it may be necessary to perform pre-optimisation in order to take full advantage of the strengths of the algorithm. You can choose this option in the optimisation dialogue (Scheduling | Optimisation). You should only use pre-optimisation when all inconsistencies in the data have been removed. This applies, however, to all types of complex optimisation.



3.3 Automatic allocation to lesson groups

Beginning with Untis 2011 the Multi-week Timetable module allows you to have the system allocate periods of a lesson automatically to various lesson groups. For example, four periods of a lesson may be scheduled in week A and none in week B, or two periods may be scheduled in both weeks. Timetable optimisation decides on the basis of prevailing circumstances (time requests, weighting etc.) which variant leads to a better outcome. You can obtain more information on this in the chapter ' [Allocating lessons to lesson groups](#)'

4 Lesson Planning

4.1 Percentage of target

You will find a new column in teacher master data displaying what percentage of the defined target a teacher has achieved.

Example:

Newton's weekly target is 25.000 periods but he has already achieved a value of 26.000. The column '% of target' informs you at a glance that Newton is 104% (over-)employed.

Teachers / Teacher / Values

Name	Surname	Targ/Week Max	Actual-target	Value =	% of targ.
Ander	Andersen	15.000	-0.500	24.500	98
Arist	Aristotle	25.000	-1.000	24.000	96
Callas	Callas	25.000	4.000	29.000	116
New	Newton	25.000	1.000	26.000	104
Curie	Curie	25.000	-7.037	17.963	71
Gauss	Gauss	25.000	-11.000	14.000	56
Hugo	Hugo	25.000	1.000	26.000	104
Cer	Cervantes	25.000	5.800	30.800	123
Nobel	Nobel	15.000	-1.000	14.000	93
Rub	Rubens	25.000	1.000	26.000	104

Teacher / Values

5 Multi-Week Timetable

5.1 Allocating lessons to lesson groups

The periods of a lesson can now also be allocated various lesson groups automatically. This allows, for example, lessons to be scheduled flexibly over a two-week period.. It would also be possible to spread periods of a lesson over semesters 1 and 2.

Example: One period of the class 3b's SL lesson is to scheduled each week, or two periods every other week.

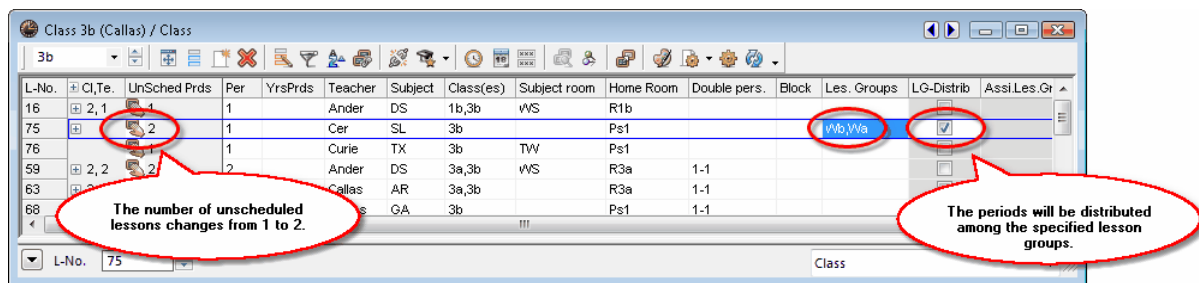
Class 3b (Callas) / Class

L-No.	Cl, Te.	Un Sched Prds	Per	YrsPrds	Teacher	Subject	Class(es)	Subject room	Home Room	Double pers.	Block	Les. Groups	LG-Distrib	Assi Les. Gr
16	2, 1	1	1		Ander	DS	1b, 3b	vWS	R1b					
75		1	1		Cer	SL	3b		Ps1					
76		1	1		Curie	TX	3b	TVW	Ps1					
59	2, 2	2	2		Ander	DS	3a, 3b	vWS	R3a	1-1				
63	2, 2	2	2		Callas	AR	3a, 3b		R3a	1-1				
68	1, 2	2	2		Gauss	GA	3b		Ps1	1-1				

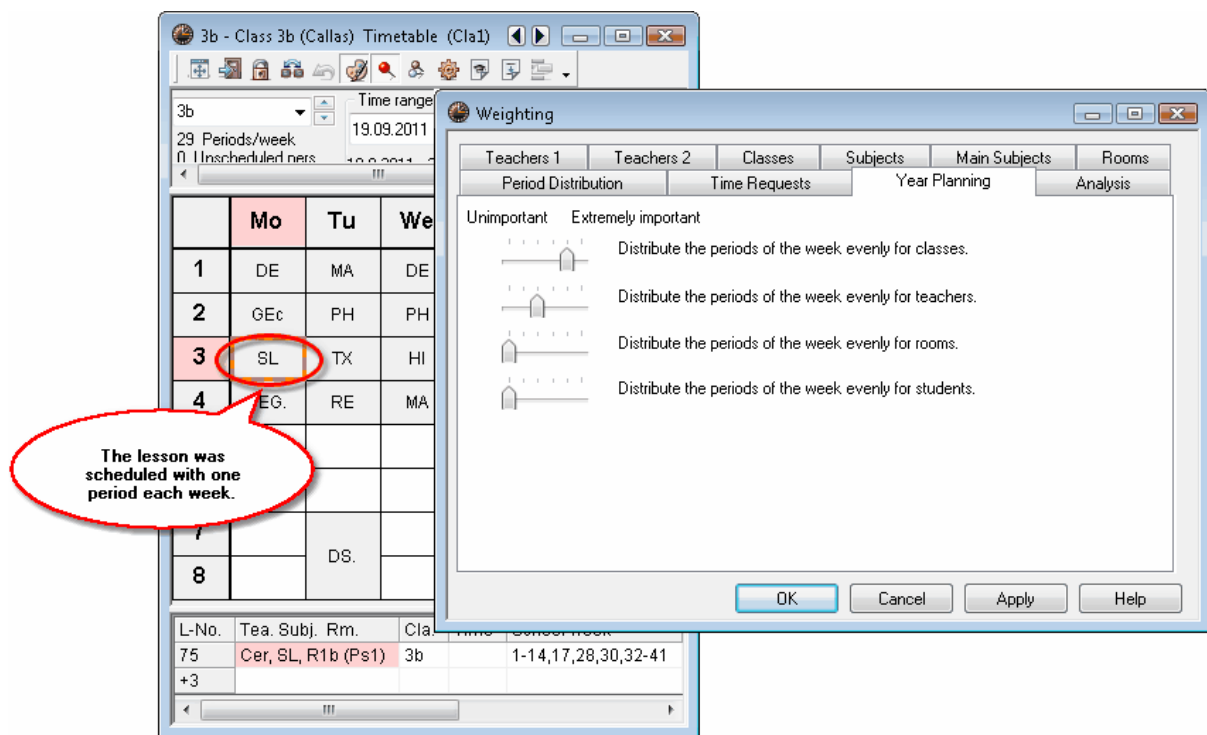
L-No. 75

Two lesson groups must be set up for week A and week B.

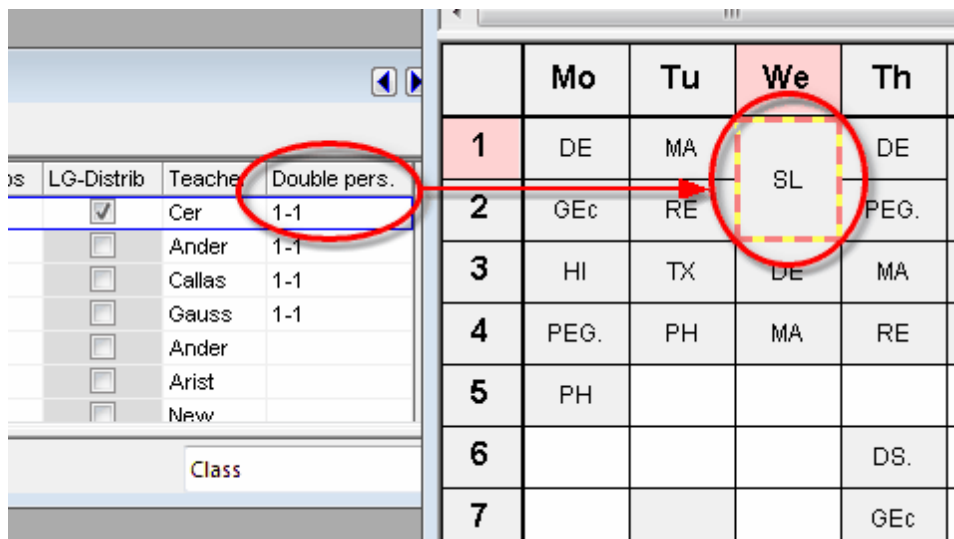
The option 'Allocate periods to lesson group' (column 'LG.vert') must now also be checked. This doubles the number of unscheduled periods from 1 to 2 since wither one period must be scheduled each week or two periods each fortnight.



Automatic scheduling now decides on how the lesson should be scheduled based on the prevailing circumstances (e.g. time requests, other lessons in week A or week B) and the weighting settings (Scheduling | Weighting | Yearly Planning) .



The entry 0-1 for the double periods means that it is possible for the lesson to be scheduled as a single or double period. An entry of 1-1 would mean that the lesson must be scheduled as a double period, either in week A or in week B.



	Mo	Tu	We	Th
1	DE	MA		DE
2	GEc	RE	SL	PEG.
3	HI	TX	DE	MA
4	PEG.	PH	MA	RE
5	PH			
6				DS.
7				GEc

6 Calendar

Untis Calendar - Yearly Planning is a timetable scheduling system that specifically addresses the following needs:

- scheduling yearly periods at unconnected times
- blocking teachers at certain times.

6.1 Lessons

6.1.1 Yearly periods

The major benefit of working with the calendar module is that it allows the use of *genuine yearly periods*. In contrast to weekly periods, these yearly periods can be scheduled at completely unconnected times.

1a - Class 1a (Gauss) Timetable (Cl11)

Time range: 31.10.2011 - 6.11.2011
 31.10.2011 - 6.11.2011
 Mo 31 10 Week: 7/14

Timetable comparison
☐ Active
☐ Only modified timetables

School week

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Mo-1	EN	EN	EN	EN	EN	EN	EN	EN	EN	EN	EN	EN	EN	EN	EN	EN	EN	EN	EN	EN
Mo-2	DE					DE														
Mo-3			DE																	
Mo-4	DE						DE													
Mo-5	DE																			
Mo-6																				
Mo-7																				
Mo-8																				

Class 1a (Gauss) / Class

L-No.	Cl, Te.	UnSched Prds	Per	YrsPrds	Teacher	Subject	Class(es)	Subject room	Home Room	Double per.	Block
33		3	4		Arist	EN	1a		R1a		
96		15		23	Callas	DE	1a		R1a		

L-No. 96

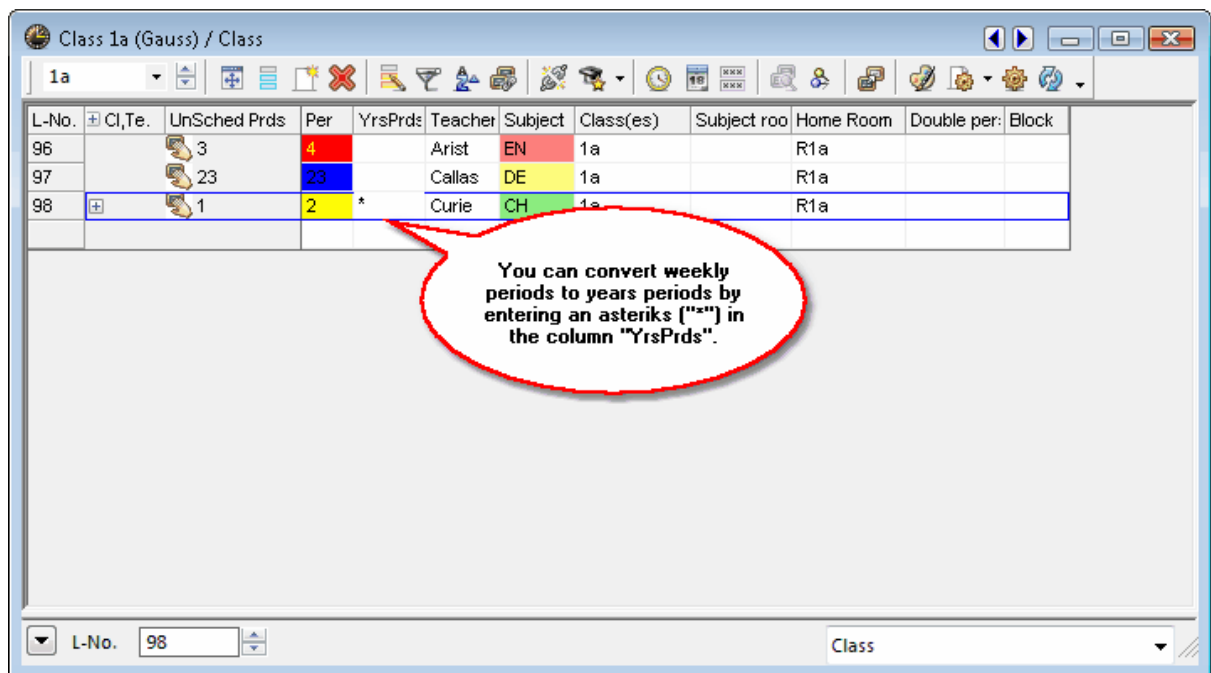
Class

6.1.2 Yearly periods or weekly periods

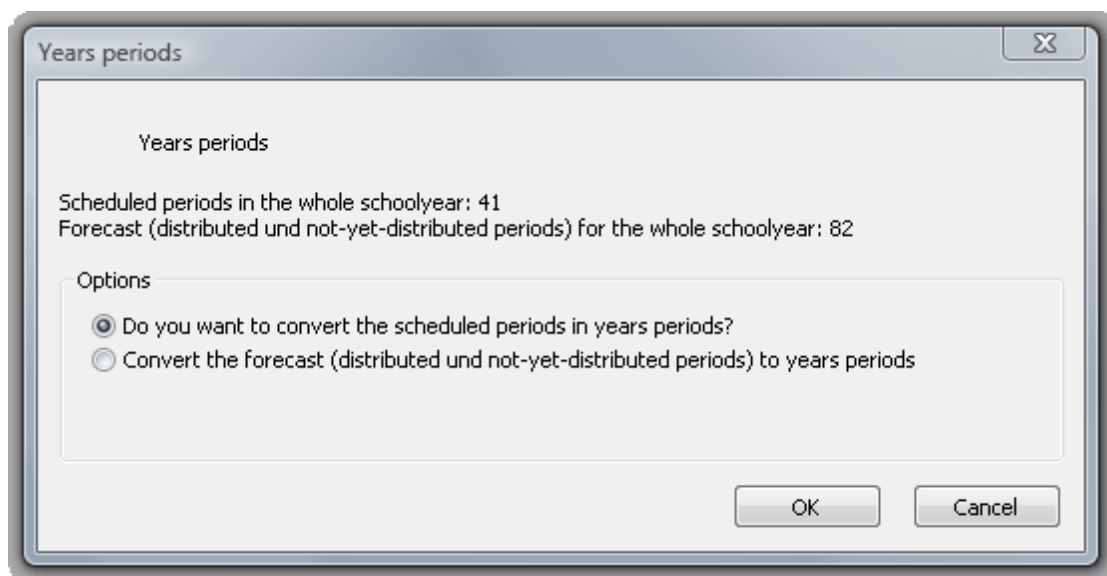
Use weekly periods when the lessons in questions are to be scheduled at the same time in the timetable on a weekly basis. Use yearly periods if the periods are to be scheduled on an irregular basis.

Note:

You can subsequently convert weekly periods to yearly periods if you enter a '*' in the column Yper.



The following prompt will be displayed if some of the weekly periods have already been scheduled:



Option 1: Convert scheduled periods to yearly periods

If one period of a 2-period lesson has already been scheduled in the timetable, this weekly period will be converted into yearly periods. In the example below these are 20 yearly periods since the school year has 21 weeks containing one week of holidays.

1a - Class 1a (Gauss) Timetable (Cla11)

	School week																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
vWe-1	CH	CH	CH	CH	CH	CH	CH	CH	CH	CH	CH	CH	CH	CH	CH	CH	CH	Holidays	CH	CH
vWe-2																				
vWe-3																				
vWe-4																				
vWe-5																				
vWe-6																				
vWe-7																				
vWe-8																				

Class 1a (Gauss) / Class

L-No.	Cl,Te.	UnSched Prds	Per	YrsPrds	Teacher	Subject	Class(es)	Subject roo	Home Room	Double per:	Block
96		3	4		Arist	EN	1a		R1a		
97		23	23		Callas	DE	1a		R1a		
98			20		Curie	CH	1a		R1a		

L-No. 98 Class

Option 2: Extrapolation: convert scheduled and unscheduled periods to yearly periods

This option results in 40 yearly periods - 20 periods are already schedule and a further 20 requiring scheduling.

Class 1a (Gauss) / Class

L-No.	Cl,Te.	UnSched Prds	Per	YrsPrds	Teacher	Subject	Class(es)	Subject roo	Home Room	Double per:	Block
96		3	4		Arist	EN	1a		R1a		
97		23	23		Callas	DE	1a		R1a		
98			40		Curie	CH	1a		R1a		

L-No. 98 Class

In both cases the yearly periods can now be moved as 'individual appointments'.

1a - Class 1a (Gauss) Timetable (Cla11)

	School week																				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Tu-8																					
vWe-1	CH	CH	CH	CH	CH	CH	CH	CH	CH		CH	CH	CH	CH	CH	CH	CH	Holidays	CH	CH	
vWe-2										CH											
vWe-3																					
vWe-4																					
vWe-5																					
vWe-6																					
vWe-7																					

L-No.

Tea.

Subj.

Rm.

Cla.

Time

School week

Stud.

Special text

Cluster

Line text-2

98		Curie, CH, R1b (R1a)		1a		10	28			
+3										

1a - Class 1a (Gauss) Timetable (Cla11)

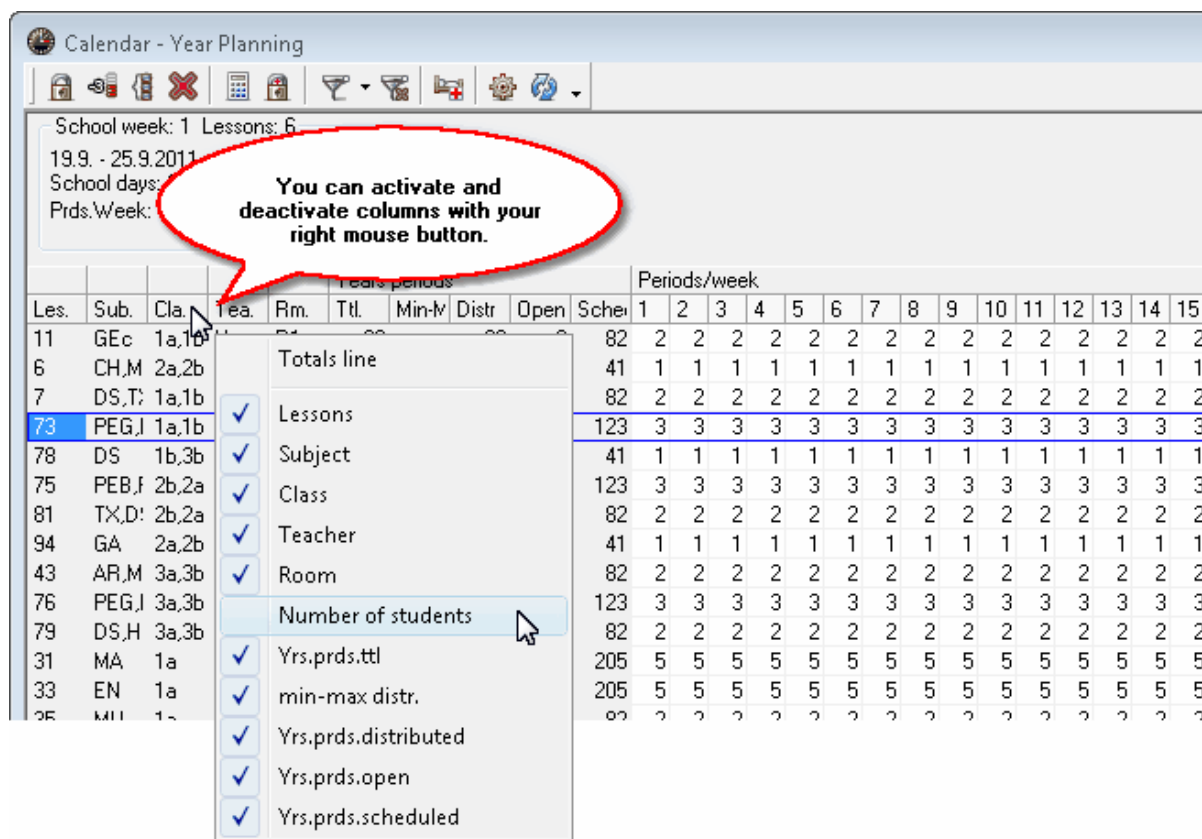
6.2 Calendar - Yearly Scheduling

6.2.1 Introduction

At the core of Calendar - Yearly Planning is the window of the same name that you can access via 'Modules | Calendar - Yearly Planning'. If you have already worked with Year's Planning in Terms you will immediately notice the similarities between both windows. The major benefit of using Calendar - Yearly Planning is that you can dispense with setting up and working with terms.

The window is divided into two. Let us first look at the display in the left window pane where you can see a complete list of all lessons at the school.

You can hide or show details on each lesson such as lesson number, subject, class, number of students etc..



The individual school weeks are displayed in the white columns. A column with dark grey shading indicates that the week in question lies completely within a holiday period; light grey shading means that some days of the week lie within a holiday period.

Yearly periods can be allocated by simple entering them in the individual teaching weeks.

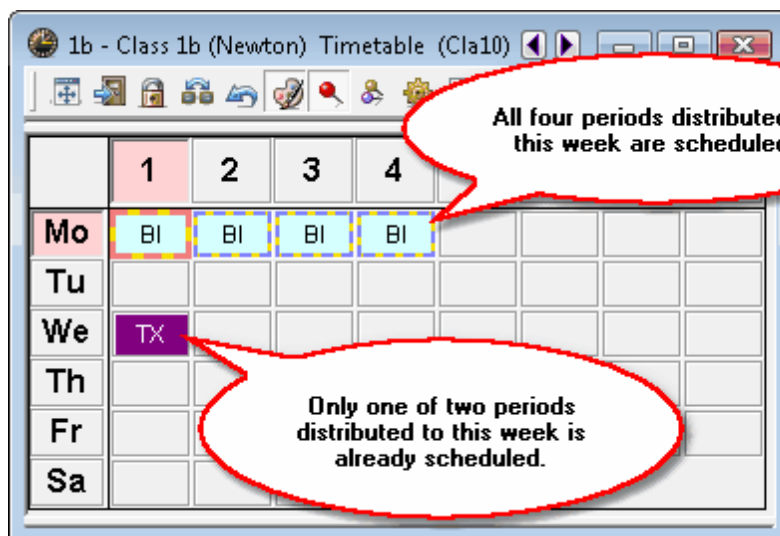
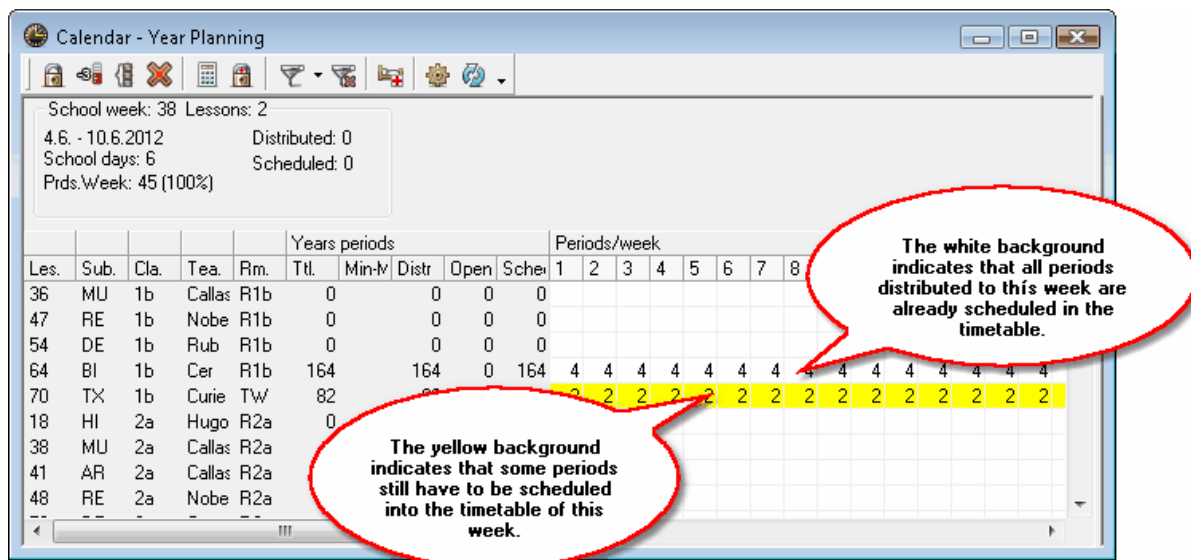
The calendar - yearly planning window always shows weekly lessons, yearly lessons and periodic lessons (lesson groups).

the functions in the calendar window are very similar to those in the window for *Year's Planning in Terms*. For this reason please refer to the chapter *Year's Planning in Terms* for more information on *blocking* weeks, entering the minimum and maximum number of periods per week and automatic allocation of yearly periods to the individual weeks.

6.2.2 Allocating lessons to individual weeks

You can allocate individual yearly periods to the various weeks by simple entering the number of periods that are to be scheduled for a particular week in the corresponding column.

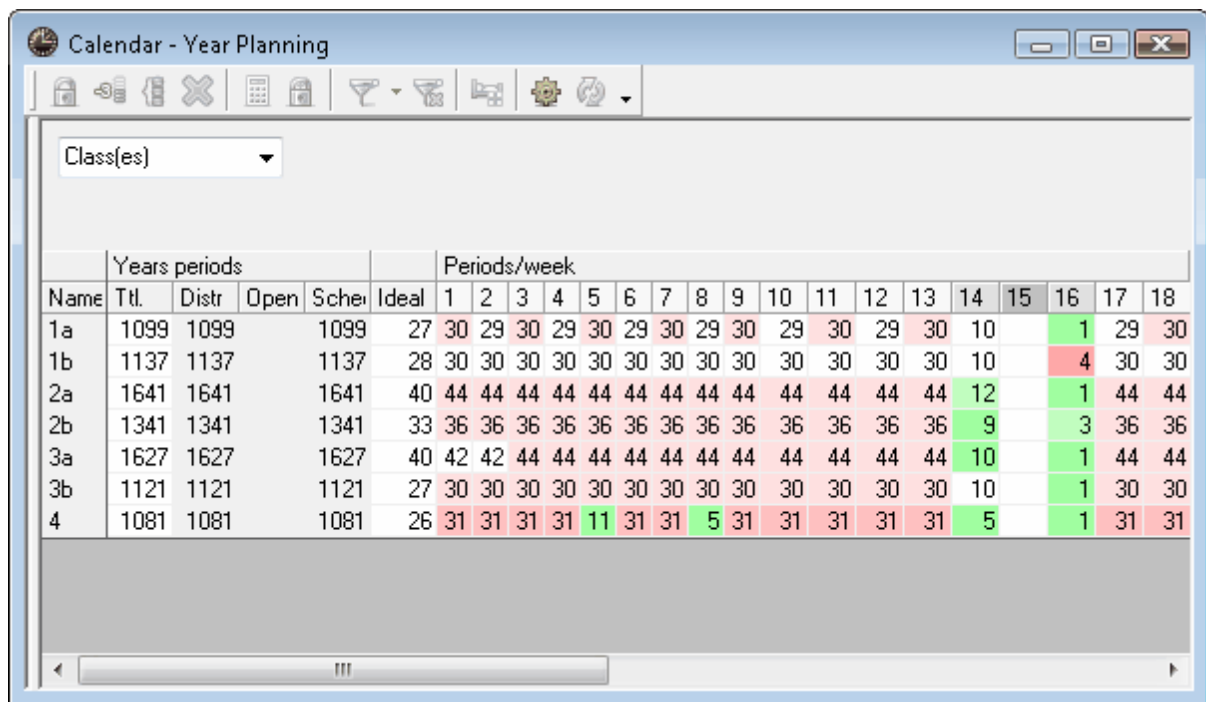
Yellow shading means that not all the periods that are *planned* for the week have actually been *scheduled* in the timetable.



6.2.3 Summary window

The right pane of the calendar window provides an overview of class, teacher and student capacity load and of classroom utilisation for the individual school weeks.

The 'Ideal' columns displays the (calculated) average value. Red shading in the individual weekly columns indicates over-utilisation of the various elements, while green shading indicates under-utilisation.



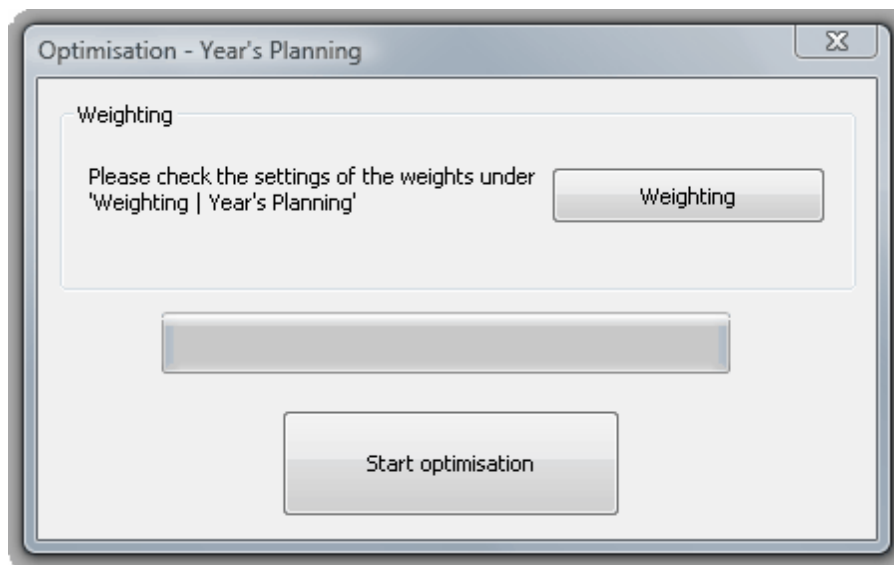
Calendar - Year Planning

Class(es) ▼

Name	Years periods				Ideal	Periods/week																	
	Ttl.	Distr	Open	Sche		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1a	1099	1099		1099	27	30	29	30	29	30	29	30	29	30	29	30	29	30	10		1	29	30
1b	1137	1137		1137	28	30	30	30	30	30	30	30	30	30	30	30	30	30	10		4	30	30
2a	1641	1641		1641	40	44	44	44	44	44	44	44	44	44	44	44	44	44	12		1	44	44
2b	1341	1341		1341	33	36	36	36	36	36	36	36	36	36	36	36	36	36	9		3	36	36
3a	1627	1627		1627	40	42	42	44	44	44	44	44	44	44	44	44	44	44	10		1	44	44
3b	1121	1121		1121	27	30	30	30	30	30	30	30	30	30	30	30	30	30	10		1	30	30
4	1081	1081		1081	26	31	31	31	31	11	31	31	5	31	31	31	31	31	5		1	31	31

6.2.4 Automatic allocation

If you wish to have the system allocate lessons over the individual school weeks automatically, open the optimisation window using the <Optimise> button.

Optimisation - Year's Planning

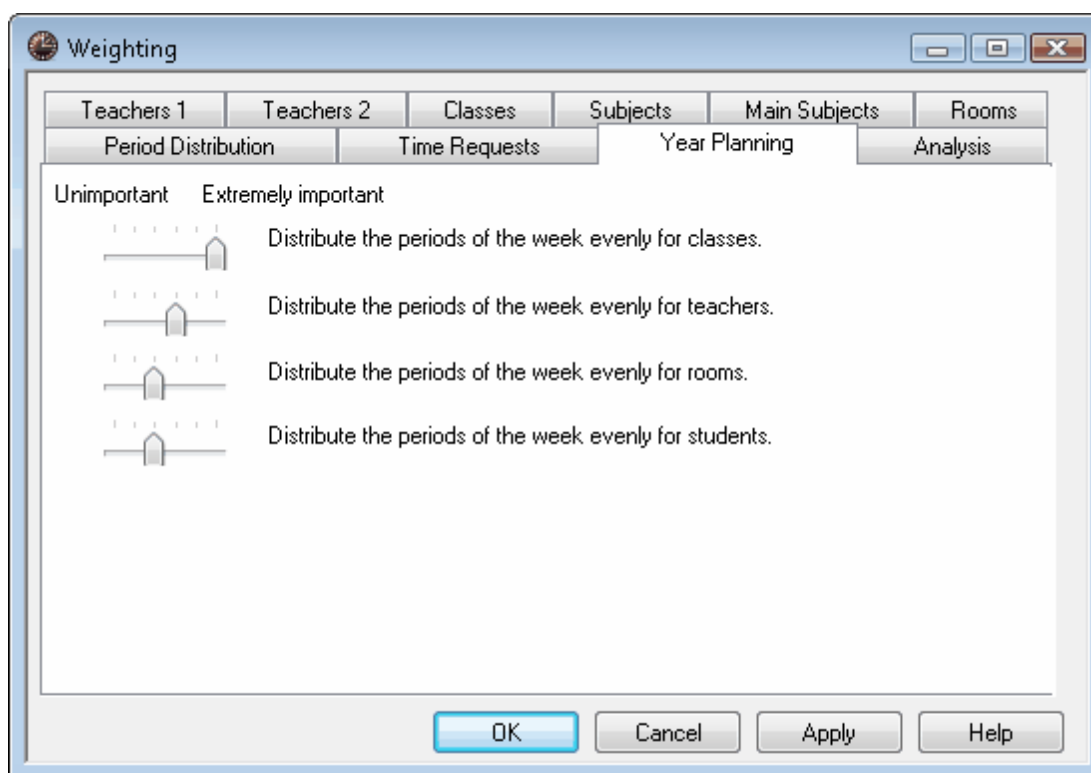
Weighting

Please check the settings of the weights under 'Weighting | Year's Planning'

Weighting

Start optimisation

It is important that you first make suitable weighting settings. To do this, click on the <weighting> button



The basic assumption for the automatic allocation of yearly periods over the individual weeks is that each lesson should be spread as evenly as possible over the year. No assumptions are made regarding the utilisation of teachers, classes, rooms or students.

It is therefore essential for you to enter the weighting factors for the even allocation of students for the individual elements in accordance with your requirements.

The possibility of blocking specific weeks or lessons or entering minimum and maximum numbers of periods per weeks are essentially identical to those available in a year's planning in terms. Please refer to the chapter with this name for more details.

Note:

You can open the input window for weighting calendar yearly planning via 'Scheduling | Weighting'.

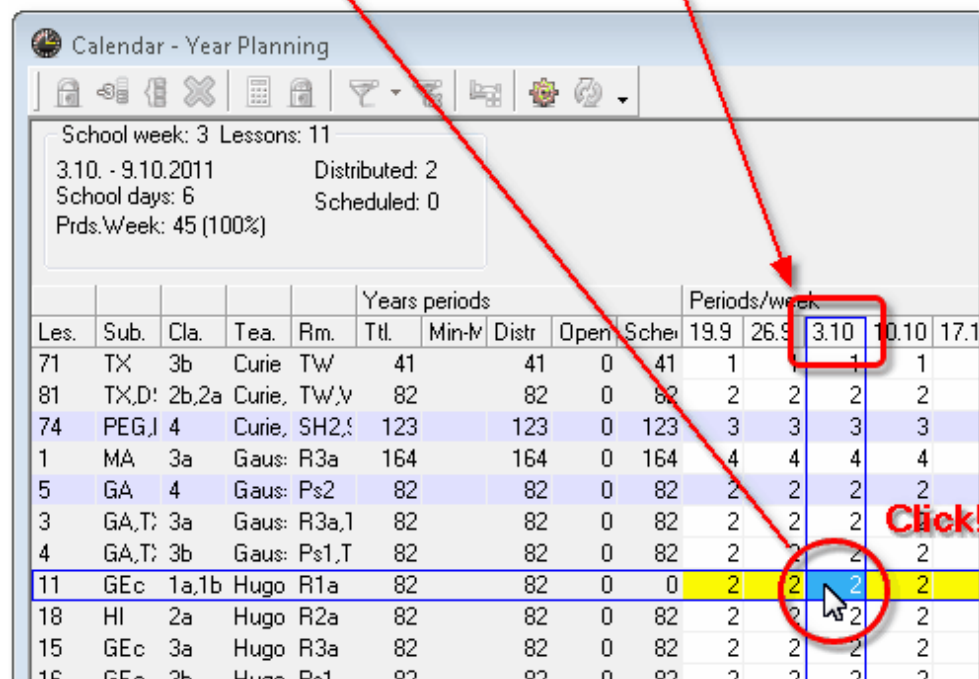
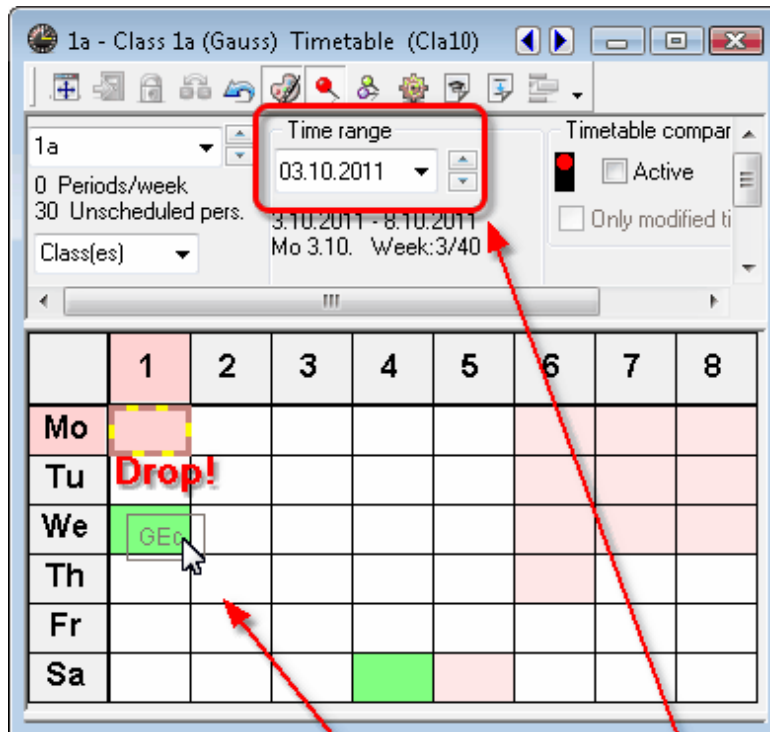
6.2.5 Timetable Scheduling

6.2.5.1 Manual scheduling

Units calendar planning provides a number of additional ways of scheduling periods manually in the timetable.

6.2.5.1.1 From calendar window to timetable

You can schedule periods by dragging them direct from the calendar window into the timetable using drag & drop. Please note that when you click in the calendar window, the date will be set accordingly in the timetable window.



6.2.5.1.2 Yearly periods to (weekly) timetable

You can also schedule yearly periods direct from the lessons window to a timetable.

Use the calendar control to select the week into which you want to schedule the period.

Drop!

Click! Start Drag!

L-No.	Cl,Te.	UnSched Prds	Per	YrsPrds	Teacher	Subject	Class(e)
96		24	24	Rub	HI	1a	
97		23	23	Nobel	PH	1a	

You can set the the week in which you wish to schedule the period in question using the time range setting in the timetable.

6.2.5.1.3 Yearly periods to weekly summary

You can also schedule yearly periods by dragging a lesson from a lessons window into a weekly summary timetable (format 11).

1a - Class 1a (Gauss) Timetable (Cla11)

Time range: 09.01.2012 - 15.1.2012
 0 Periods/week
 0 Unscheduled pers.
 Mo 91 Week: 17/2

Timetable comparison
☐ Active
☐ Only modified timetables

School week: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

Mo-1 HI
 Mo-2 PH
 Mo-3
 Mo-4
 Mo-5
 Mo-6
 Mo-7
 Mo-8

Drop!

Drag the period into the desired week (column).

Class 1a (Gauss) / Class

L-No.	Cl,Te.	UnSched Prds	Per	YrsPrds	Teacher	Subject	Class(es)	Subject roo	Home Room	Double per:	Block
96		25	24	Rub	HI	1a		R1a			
97		20	23	Nobel	PH	1a	PL	R1a			
98		40	40	Arist	DE	1a		R1a			

Drag!

L-No. 98 Class

6.2.5.2 Calendar absences

When performing long-term scheduling, scheduling teams must generally take into account that some teachers will already have other commitments on certain days. Timetable optimisation will take these days into account by not scheduling any lessons for the teachers concerned on these days.

Untis can take this into account by means of *calendar absences*.

The calendar absences window is opened using the button with that name in the calendar yearly planning window.

This window allows you to enter the start and end date of absences for teachers (and also for classes).

Calendar - absences

Type: Teacher Short name: - All - From-To: 19.09.2011 Mo

Abs. No	Tea.	from DD.MM	FROM period	to DD.MM	TO period	Text
2	Gauss	19.9.	1	19.9.	8	further training
3	New	19.9.	1	25.9.		excursion
4	Hugo	20.9.	1	20.9.	8	seminar

Absences will also be displayed in the timetable window provided suitable settings have been made.

Callas - Callas, Maria Timetable (Tea20)

Callas 24 Periods/week 1 Unscheduled pers. Teacher Contract Teacher

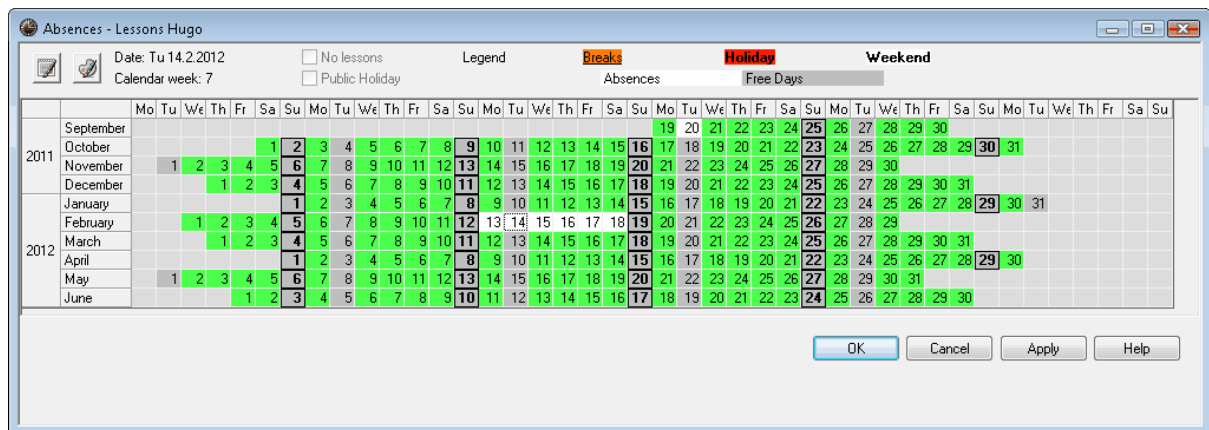
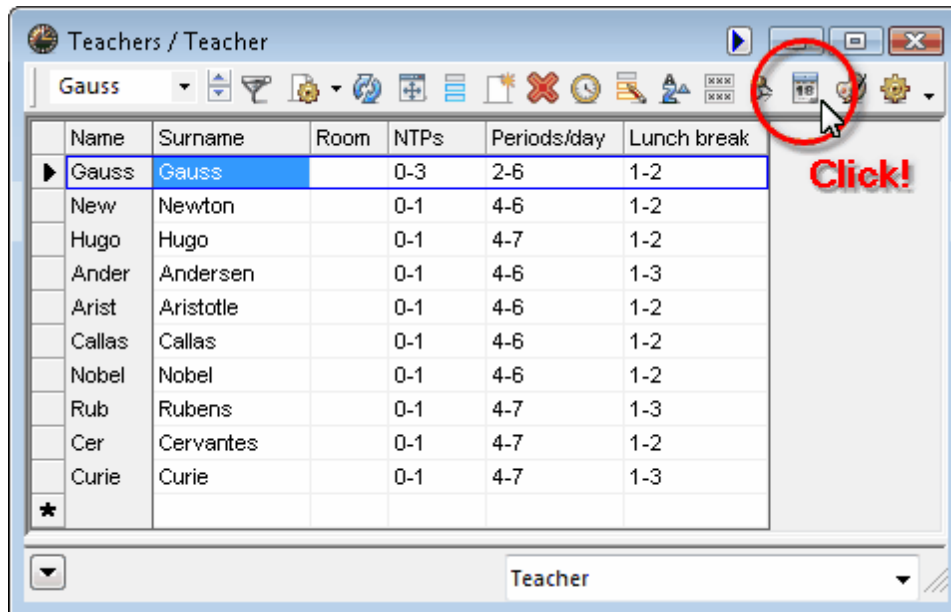
Time range: 19.09.2011 19.9.2011 - 24.9.2011 Tu 20.9. Week:1/38

Timetable comparison: ☒ Active ☐ Only modified timetables

	Monday								Tuesday								Wednesday							
	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	1	2	3	4	5	6		
Gauss	further training										3b.	4.			1b.	4			4.	3a	*2a.			
New	excursion								excursion								excursion							
Hugo	3b	3b	4	4					seminar								1a.	2a	4	*2a.				
Ander									4.	4	3a	4.			1a.		3a	4.	3b	*2a.	3a.			
Arist	1a	1b	3a.	1a.				4	1a	1a	2b.	1b				3a.	1a.	1a	1b					
Calla	2a	1a	2b	2b	4				2a	1a						2b	1b	2b	*2a.					
Nobel	2b	2a	1b						3b	3a	1b	1a				4	3b	2a	*2a.					
Rub	3a	4	3a.	1a.	1b				1b	2b.	4	2b				3a.	1a.	3a	1a	*2a.				
Cer	1b	3a	1a	2a	2a		3a		3a	3b	3a	2a												

Note:

Incidentally, calendar absences can also be entered via the school year calendar from the 'Master Data | Teachers' (or Classes) window.



6.2.5.3 Automatic scheduling (optimisation)

As soon as you launch optimisation via 'Scheduling | Optimisation' all (non-fixed) lesson periods will be scheduled automatically irrespective of whether they are weekly or yearly periods.

Untis uses the following logic with regard to yearly periods:

- allocated periods that have not been fixed in the calendar window will be reallocated
- allocation criteria entered in the calendar window will be taken account of during timetable optimisation even if no periods have been entered in the calendar window (for example, 'blocked' lessons)
- full account will be taken of calendar absences for classes and teachers

Calendar - Year Planning

School week: 2 Lessons: 158
 13.9. - 19.9.2010 Distributed: 0
 School days: 5 Scheduled: 0
 Pds/Week: 40 (100%)

The distribution of these periods is not locked. The timetable optimisation may change the distribution.

The distribution of these periods is locked. The timetable optimisation must not change the distribution.

The timetable optimisation will respect the minimum and maximum number of periods per week.

Blocked sections and weeks without lessons (breaks) will be respected by the timetable optimisation.

Lesson 180 shall be scheduled in consecutive weeks (a "block"). The timetable optimisation also respects this setting.

Les.	Sub.	Cl.	Tea.	Rm.	Tit.	Min-Max	Distr	Open	Schen	6.9	10.9	20.9	27.9	4.10	11.10	18.10	25.10	1.11	8.11	15.11	22.11	29.11	6.12	13.12	20.12	27.12	3.1	10.1	17.1	24.1
130	DU-E	BIOs	rlan	B211	23	2-12	21	2	2	2	2	2	2	2	3	4	2	2	2											
132	WS-E	BIOs	rlan.h	B211	24	2-12	6	18	0	2	2	2	2	2	2	2														
135	DU-E	BIOs	cojo	B211	23	2-12	12	11	0	3	3	3	3	3	3	3														
137	DU-E	BIOs	cojo	B211	8	2-12	0	8	0																					
138	DU-G	BIOs	iejin	B211	10	2-12	0	10	0																					
140	DU-M	BIOs	chkl	B211	23	2-12	0	23	0																					
142	DU-S	BIOs	iejin	B211	30	2-12	0	30	0																					
143	LU-21	BIOs	iejin	A119.A	6	2-12																								
144	LU-21	BIOs	iejin	A119.A	6	2-12																								
145	LU-22	BIOs	inhox	A215.B	4	2-12																								
146	LU-2C	BIOs	chklj	A112	20	2-12																								
147	LU-2C	BIOs	chklj	A112	4	2-12																								
148	LU-21	BIOs	cojo	A119.A	6	2-12																								
149	LU-2C	BIOs	chklj	A112	16	2-12	0	16	0																					
150	LU-21	BIOs	cojo	A124	5	2-12	0	5	0																					
151	LU-21	BIOs	iejin	A119.A	6	2-12	0	6	0																					
152	LU-22	BIOs	inhox	A113	2	2-12	0	2	0																					
153	LU-2C	BIOs	rlan.h	A215	6	2-12	0	6	0																					
154	LU-2C	BIOs	elkr	A215	12	2-12	0	12	0																					
155	LU-2C	BIOs	inhox	A215.A	4	2-12	0	4	0																					
156	LU-2C	BIOs	inhox	A215	6	2-12	0	6	0																					
157	LU-2C	BIOs	inhox	A215.A	4	2-12	0	4	0																					
158	WS-E	BIOs	sojo	B211	3	2-12	0	3	0																					
159	WS-E	BIOs	sojo	B211	3	2-12	0	3	0																					
162	WS-E	BIOs	sojo	B211	3	2-12	0	18	0																					
163	WS-E	BIOs	sojo	B211	3	2-12	0	3	0																					
164	WS-E	BIOs	sojo	B211	3	2-12	0	6	0																					
165	WS-E	BIOs	sojo	B211	3	2-12	0	6	0																					
166	WS-E	BIOs	sojo	B211	3	2-12	0	6	0																					
167	WS-E	BIOs	sojo	B211	3	2-12	0	4	0																					
171	LU-2C	BIOs	chkl	A112	2	2-12	0	2	0																					
172	LU-2C	BIOs	chkl	A112	3	2-12	0	3	0																					
180	PBL-4	BIOs	hlho	B014	2	2-12	0	2	0																					
185	PBL-4	BIOs	hlho	B014	2	2-12	0	2	0																					
192	PBL-4	BIOs	hlho	B014	3	2-12	0	3	0																					

7 Break Supervision

7.1 Breaks following the final period

Unit 2011 now also allows break supervisions after the final teaching period of the day to displayed in the timetable.

		MA	MA		
6	-2				
7	-2				
8	-2	1a. DS	3a. MU		
		Hall.	Hall.		

Break supervisions may be scheduled after the last period of the day.

8 Info-Timetable

8.1 Design

The file untis.info.css is used as the basis for the layout when outputting static HTML. This file has been revised in Untis 2011 so that the substitution list when the daily view is set now corresponds to the layout of the monitor HTML output.

Untis 2011 31100 - Mozilla Firefox

File Edit View History Bookmarks Tools Help

file:///C:/Users/admin/Desktop/HTML/default.htm

Untis 2011 31100

Untis – timetabling made easy

Calendar week: 7.9.2009 Type: Sub-Tea Element: - All - Print

Test school DEMO • For demo and test only
Timetable 2011/2012 • Valid from: 10 October
Status: 12.07.2010 09:52

7.9. Monday | [\[Tuesday\]](#) | [\[Wednesday\]](#) | [\[Thursday\]](#) | [\[Friday\]](#) | [\[Saturday\]](#)

Type	Period	Date	Subject	(Teacher)	Substitute	(Class(es))	Class(es)	Room	Substitution text
Substitution	1	7.9.	MA	New	Ander	2a	2a	R2a	
Substitution	2	7.9.	PH	New	Callas	2a	2a	PL	
Substitution	3	7.9.	PH	New	Curie	3b	3b	PL	
Break Supervision	3/4	7.9.		New	Arist			Ar1	
Substitution	4	7.9.	MA	New	Cer	3b	3b	Ra	

[\[Monday\]](#) | 8.9. Tuesday | [\[Wednesday\]](#) | [\[Thursday\]](#) | [\[Friday\]](#) | [\[Saturday\]](#)

Type	Period	Date	Subject	(Teacher)	Substitute	(Class(es))	Class(es)	Room	Substitution text
Substitution	1	8.9.	PEB	New	Gauss	4	4	SH1	
Substitution	2	8.9.	MA	New	Arist	2a	2a	R2a	
Substitution	3	8.9.	MA	New	Hugo	2b	2b	R2b	
Substitution	4	8.9.	GA	New	Cer	2a, 2b	2a, 2b	R2a	

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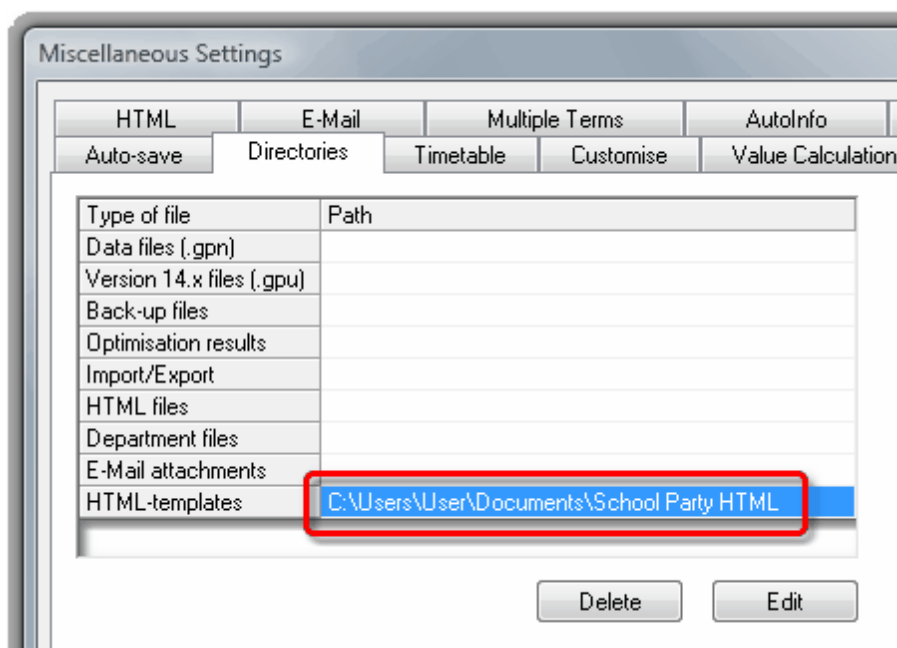
Done

8.2 Monitor HTML

8.2.1 Embedding additional files

It is sometimes necessary to embed additional HTML files into the monitor output if e.g. an announcement for an annual school event is to be displayed on its own page.

These additional files can now be placed in their own directory which can be specified as 'HTML attachments' on the 'Directories' tab under 'Settings | Miscellaneous'.

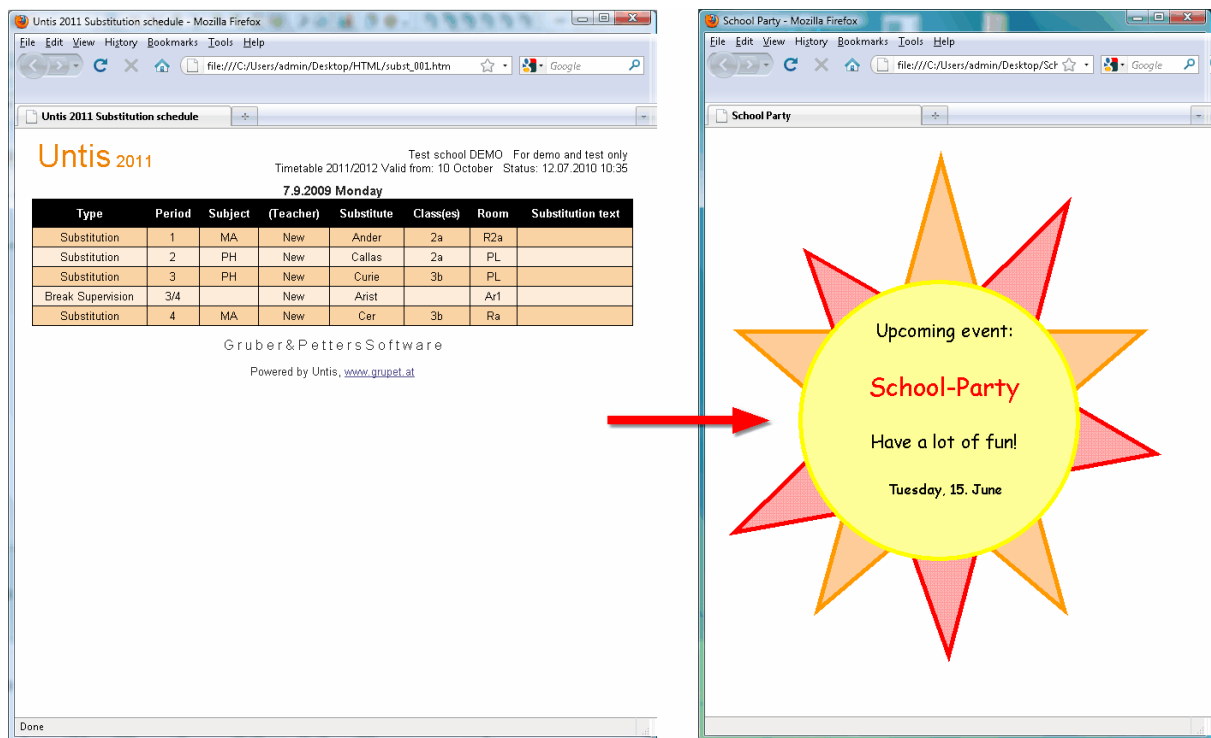


Create an additional directory named 'info_monitor' in the specified directory and copy the HTML pages (with an extension of *.htm or *.html) that you have prepared to it. These additional files must be valid HTML pages and must not contain the <meta http-equiv="refresh"...> tag.

Tip: Restrict attachments to output settings

For example, you have created one output setting called 'Break room' and another called 'Staff room' and only wish to output the additional files for the break room. In this case, create an additional sub-directory called 'Break room' in the 'info_monitor' directory and copy your data to it.

The data will now be automatically included in the sequence of monitor output.



Tip: Specify the sequence of additional files

If you are including several files and wish to specify the sequence, number the html pages in the desired order, i.e. File_01.htm, File_02.htm, ...

8.2.2 Frames

There is now a new template called `monitormaster.thtm` for monitor HTML output and this is used when a split screen has been set for monitor output.

This template contains sections starting with `@@[<condition>` and ending with `@@]<condition>`. Such section are only included in the output if the condition is true.

Example:

```
@@[noticker
<html code which is only executed if there is no ticker>
@@]noticker
```

8.2.3 Compressed element heading

Untis 2010 already took account of the setting 'Compressed element heading' from cover planning for monitor HTML output. What is new is the layout of the output. The heading now extends across the entire row over several cells and thus does not make the first column of substitution information unnecessarily wide.

Untis 2011

Test school DEMO For demo and test only
 Timetable 2011/2012 Valid from: 10 October Status: 12.07.2010 10:52

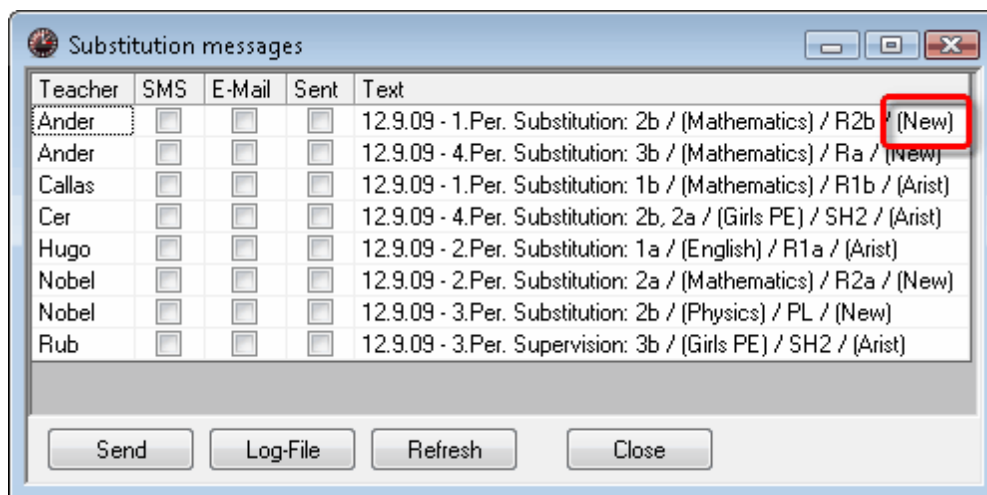
8.9.2009 Tuesday

Type	Period	Subject	(Teacher)	Substitute	(Class(es))	Class(es)	Room	Substitution text
Arist Aristotle								
Substitution	2	MA	New	Arist	2a	2a	R2a	
Callas Callas								
-> 10.9. / 1	5	---	Callas	---	2b	2b	---	
Cer Cervantes								
Substitution	4	GA	New	Cer	2a, 2b	2a, 2b	R2a	
Gauss Gauss								
Substitution	1	PEB	New	Gauss	4	4	SH1	
Hugo Hugo								
Substitution	3	MA	New	Hugo	2b	2b	R2b	

Cancelled	5	---	Callas	---	2b	2b	---	

8.2.4 Substitution message

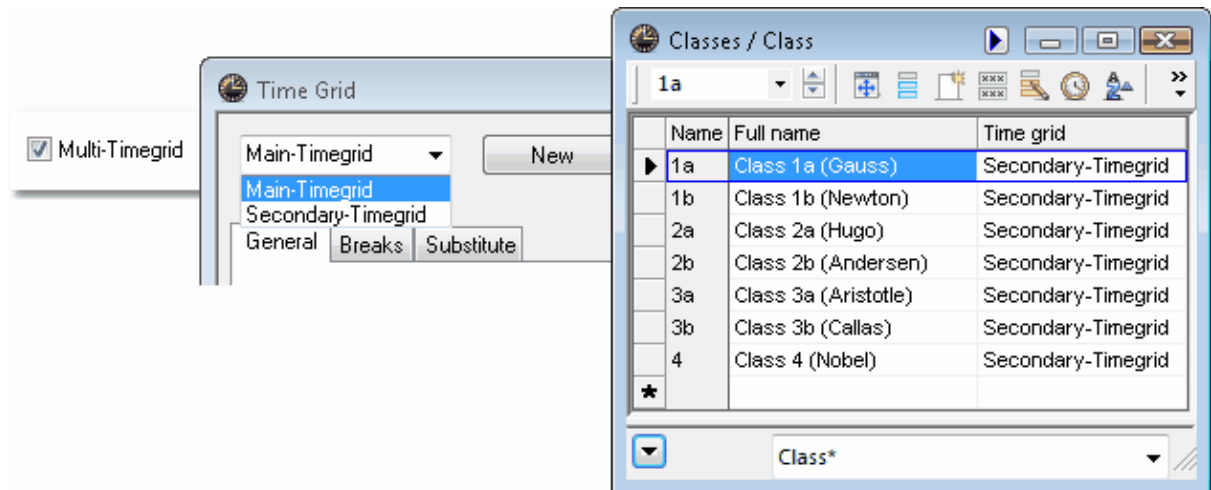
All substitution messages can now be sent via SMS text message or by email at the click of a mouse. The teachers being substituted are now also included in the default text generated.



9 Cover planning

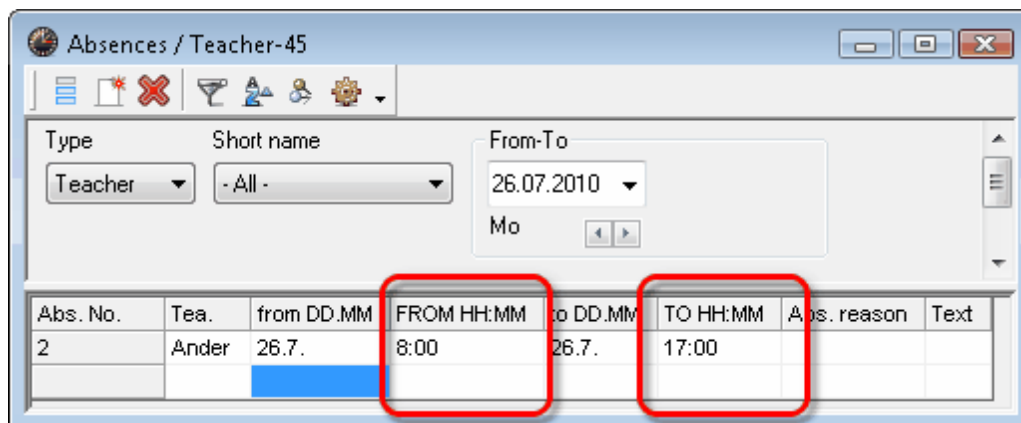
9.1 Absences - multiple timetables

You can define various timetables via 'Settings | School Data' and 'Settings | Timetable'. These can then be allocated to classes.



In the past, the main timetable was always used to enter absences. However, this meant that the exact time of absence could not be defined exactly.

Now, absences are input in the form **HH:MM** when several timetables are used.

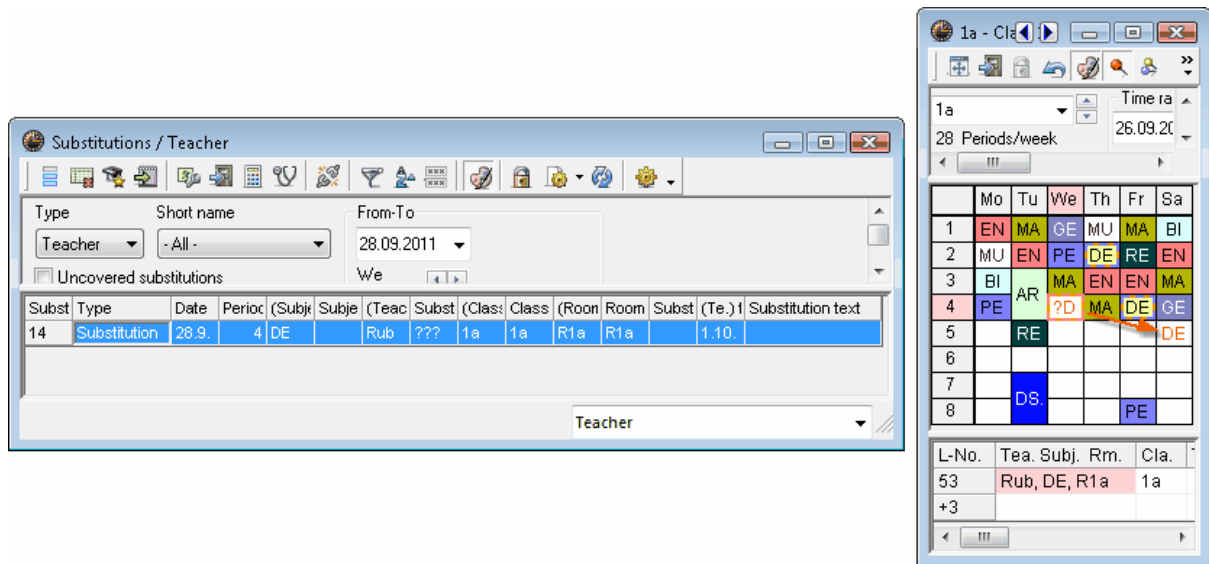


9.2 Absence and relocation

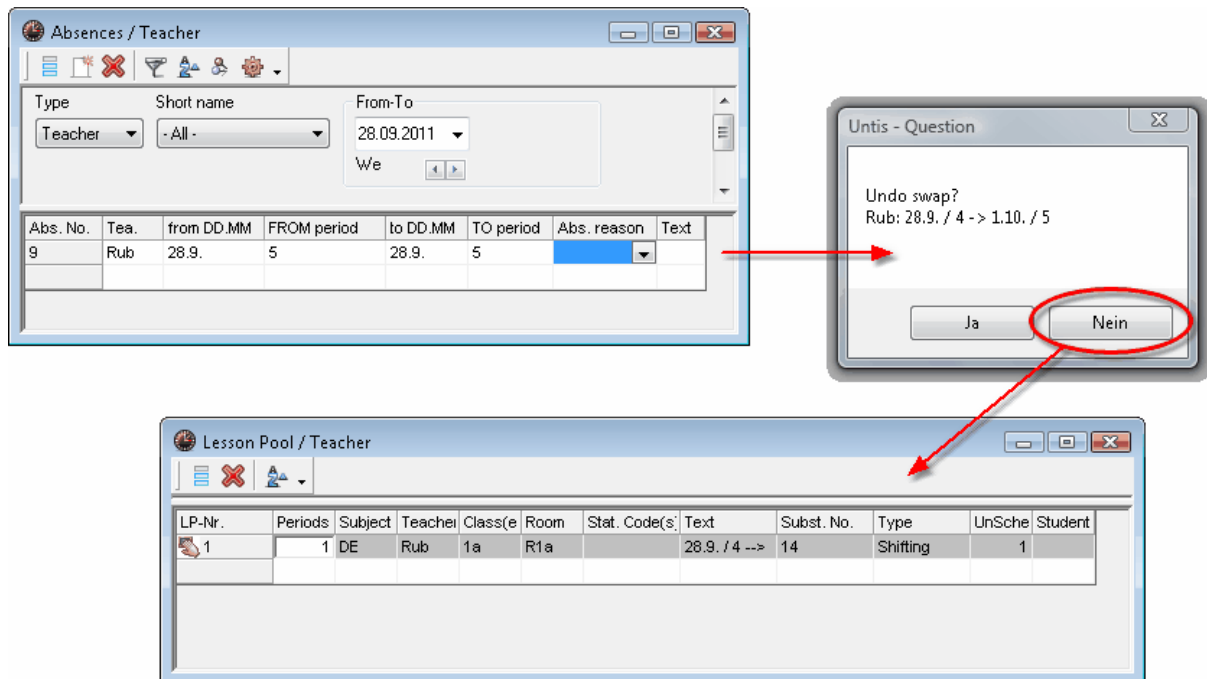
If a teacher is defined as absent on a day when he/she is relocated, a dialogue will be displayed allowing you to cancel the relocation. If you do not cancel the relocation, it will be included in those cases marked for subsequent scheduling.

Example:

Teacher Rubens' German lesson is relocated from Wednesday period 4 to Saturday period 5.



Rubens is now absent in the fifth period on Saturday. You will be asked whether this relocation should be cancelled:

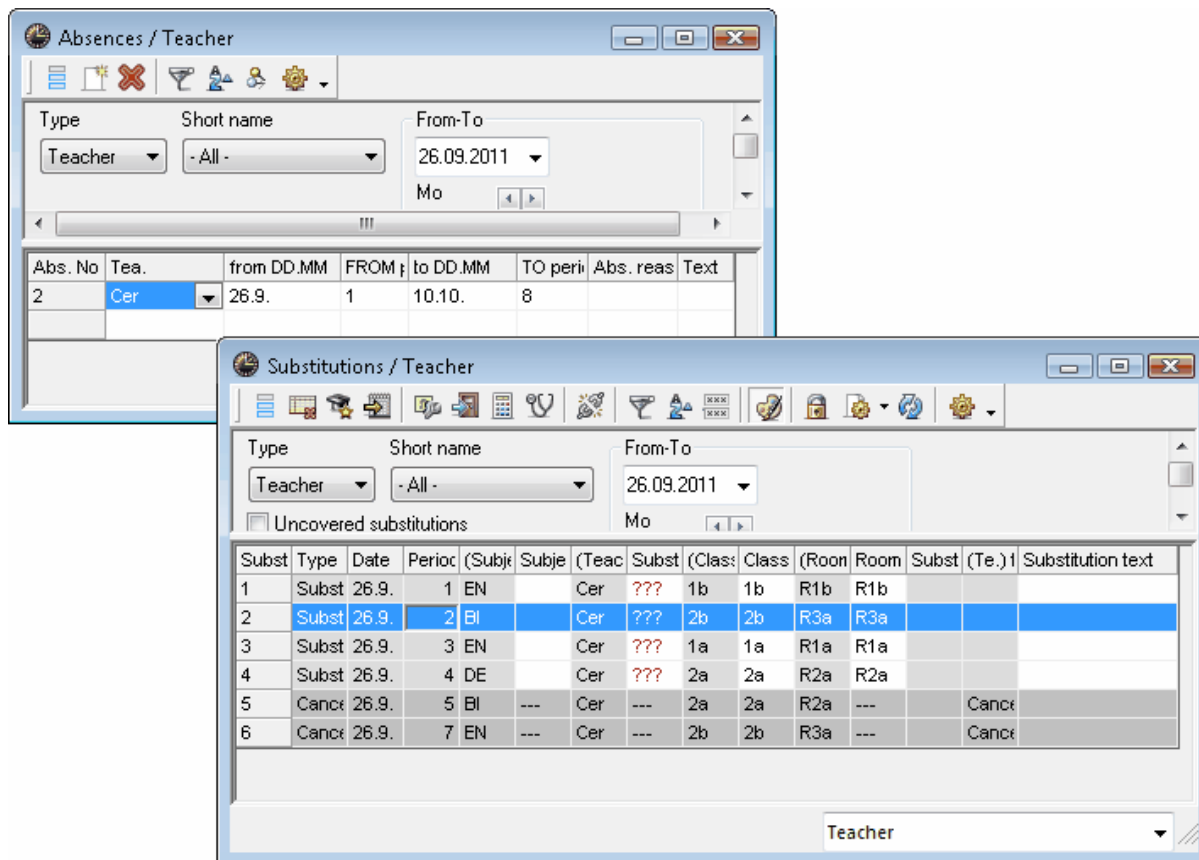


9.3 Permanent substitution

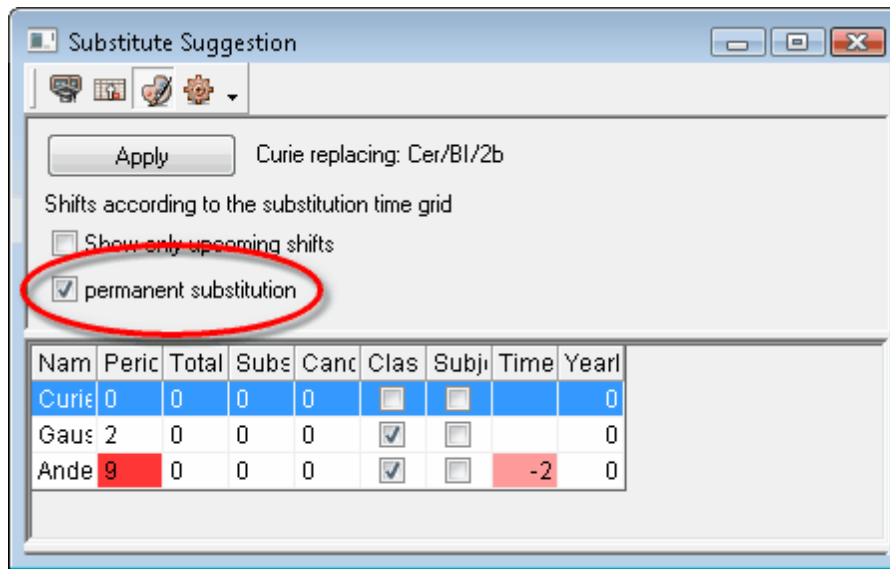
You can use a permanent substitution when a teacher is absent for long period of time. The cover teacher is allocated a certain period in the timetable (e.g. Mo-2) for all the weeks that his/her colleague is absent.

Example:

Teacher Cervantes will be absent from 26/09 until 10/10. We can now look for a suitable teacher to cover for him for class 2b's biology lesson, Mo-2.



When we open the substitution proposal we see the option of checking 'Permanent substitution'.



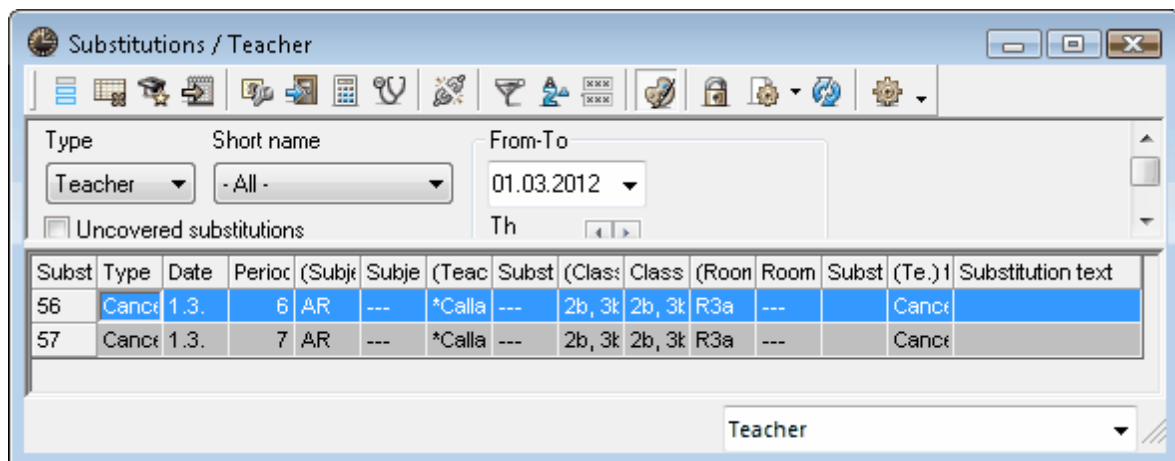
Using this option you can allocate the substitutions on all Mondays, second period to e.g. Maria Callas.

	1	2	3	4	5	6	7	8
Mo-1	4.	4.	4.	4.	4.	4.	4.	4.
Mo-2		2b	2b	2b				
Mo-3								
Mo-4	2b.	2b.	2b.	2b.	2b.	2b.	2b.	2b.
Mo-5								

9.4 Block substitution

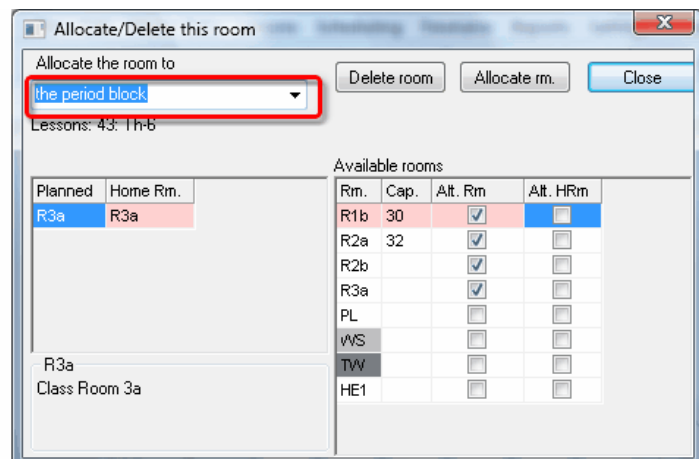
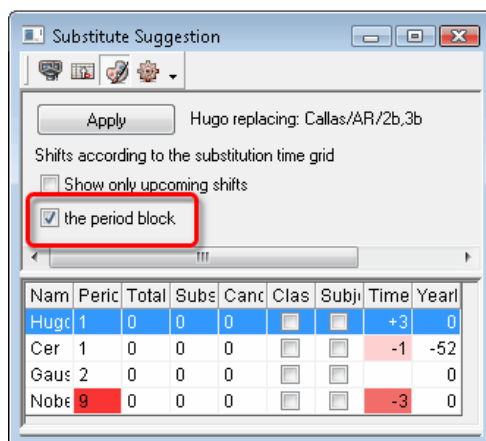
You can edit entire blocks of periods. In the substitution proposal and the room allocation dialogue you will find the option of switching to 'Period block'.

Example:

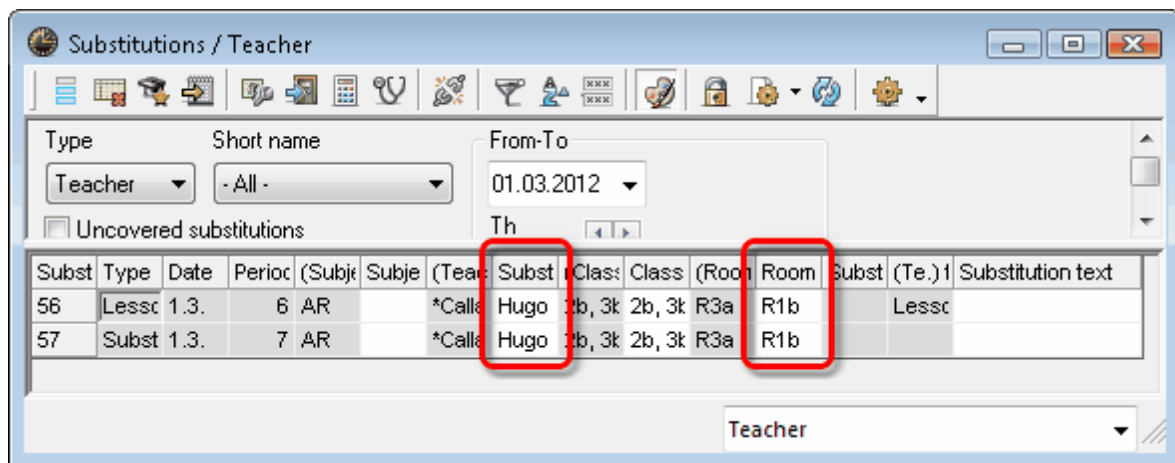


We are looking for a teacher to cover for Callas in the 6th and 7th period, and the room should be changed as well..

In the substitution proposal and the room allocation dialogue we switch to 'Period block' so that the entire block of periods can be edited rather than the individual periods.



This saves having to edit a substitution row a second time and also reduces the likelihood of input errors.

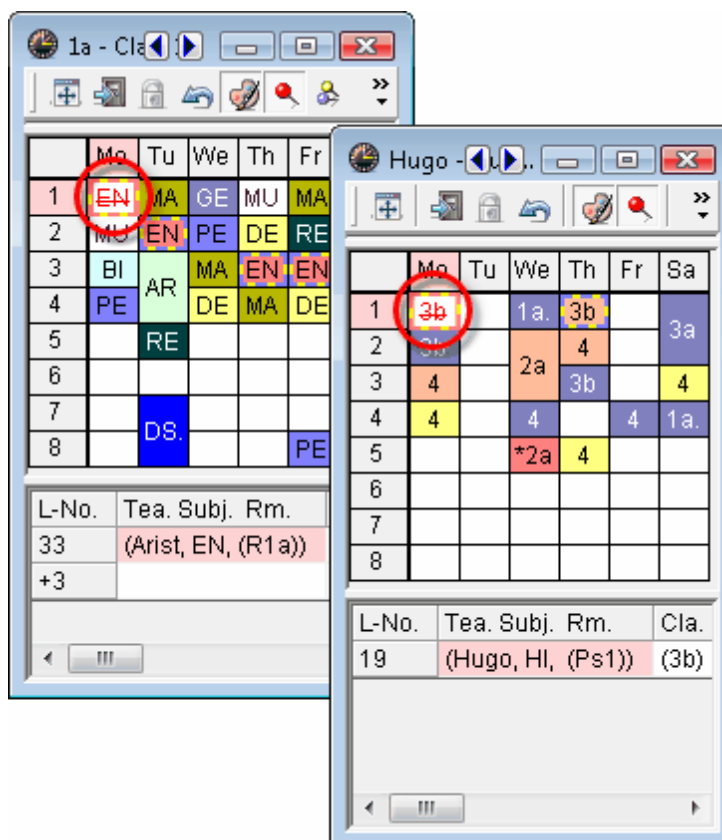


9.5 In-lieu substitution

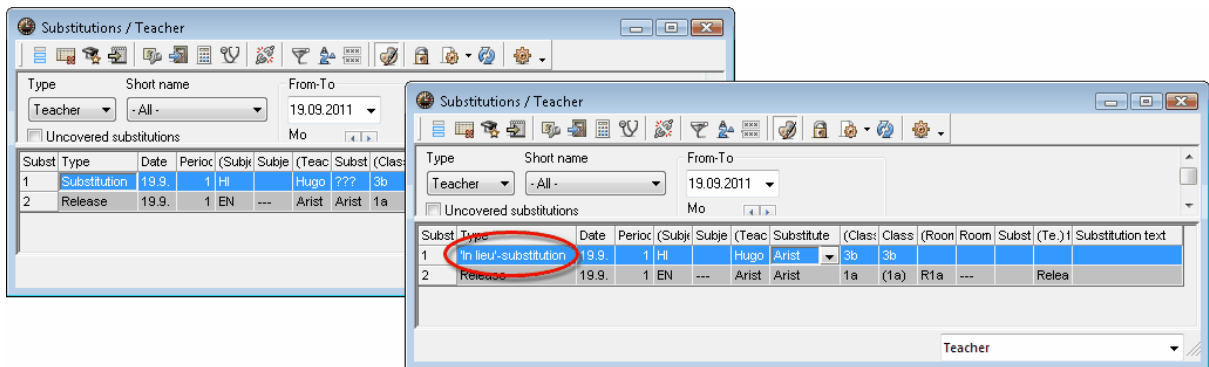
There is a new kind of substitution - 'in-lieu' substitution. This type of substitution occurs when a teacher from a period that has become free is assigned a substitution.

Example:

Both class 1a and teacher Hugo are absent for the first period on Monday:



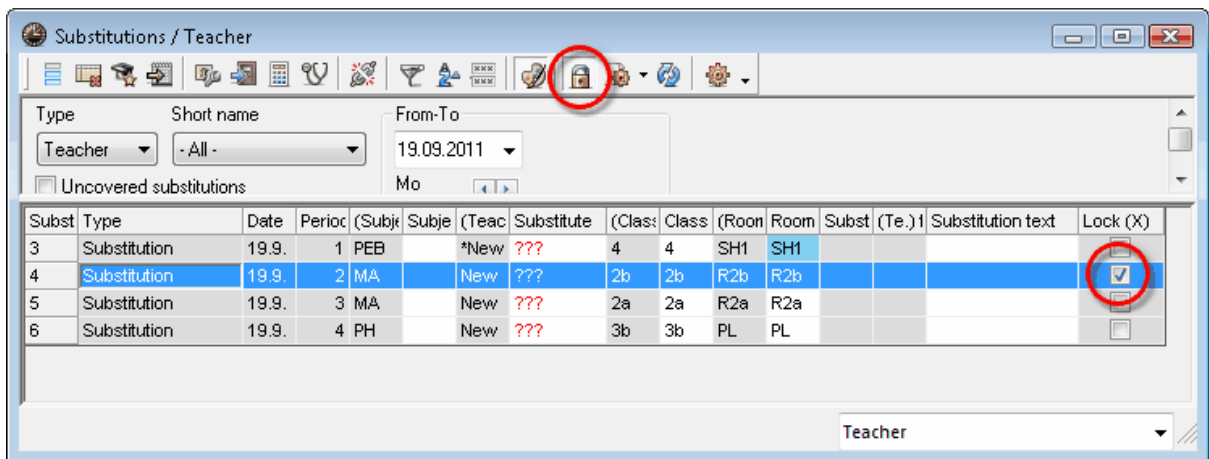
Teacher Aristoteles, who has a free period due to the absence of class 1a, can now be deployed to cover for Hugo.



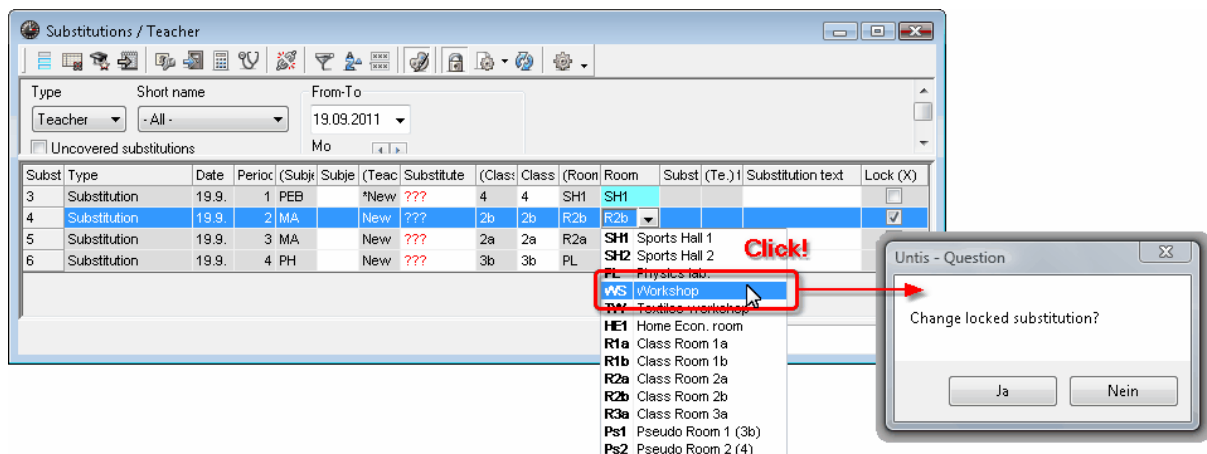
9.6 Locking substitutions

You can lock periods in the timetable that have been scheduled long in advance. This is now possible for cover planning.

Clicking on the icon with a lock results in the lesson in question being locked. Under <Grid Adjustment> you can also display the column 'Lck (X)'. This column is for informational purposes only and cannot be used to make changes.



If you attempt to change this substitution at a later point in time, a message will be displayed indicating that it is locked.



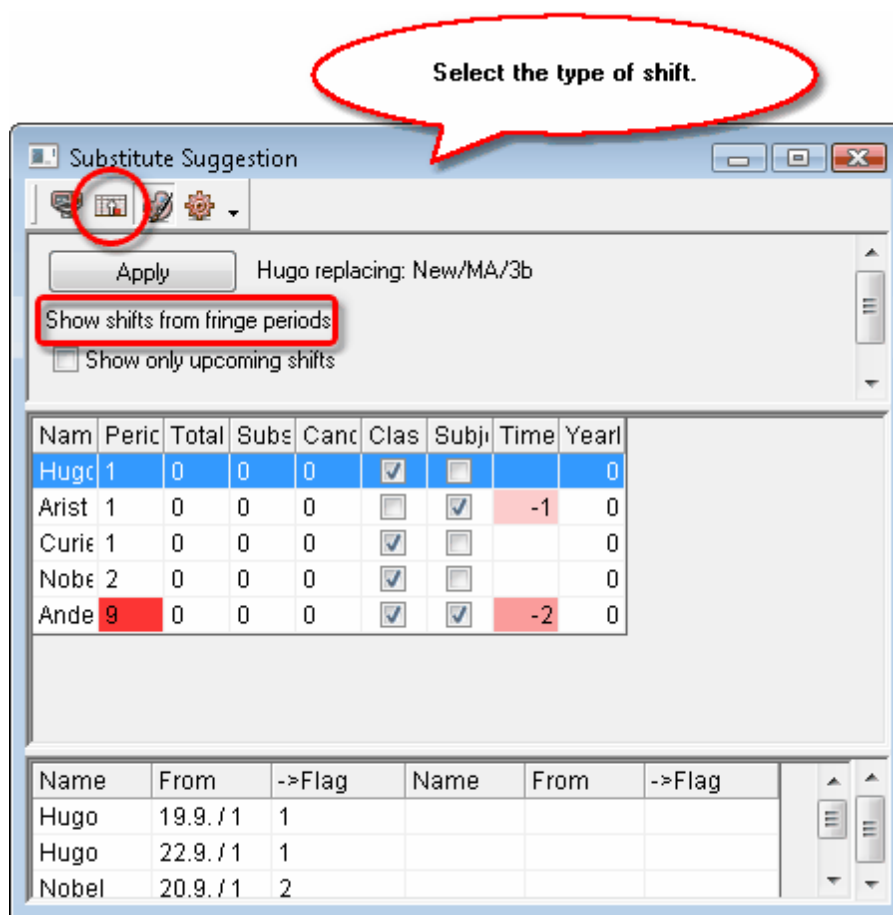
9.7 Sorting in the substitutions window

You can temporarily sort the contents of the substitutions window by clicking on the headings. This sort order will now also be retained after you edit the substitution row. This improves clarity and the rows now no longer 'jump around'.

The same applies to the option 'only vacant substitutions'.

9.8 Preference proposal

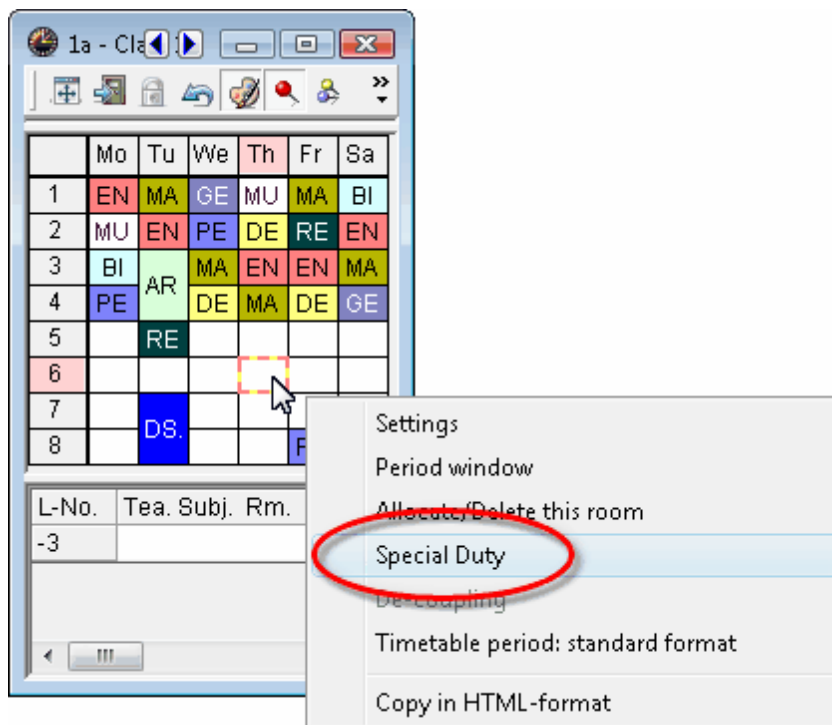
You can choose between three different types of preference in the substitution proposal. Beginning with Untis 2011, the chosen preference key is saved and is automatically set once more when you reopen the substitution proposal.



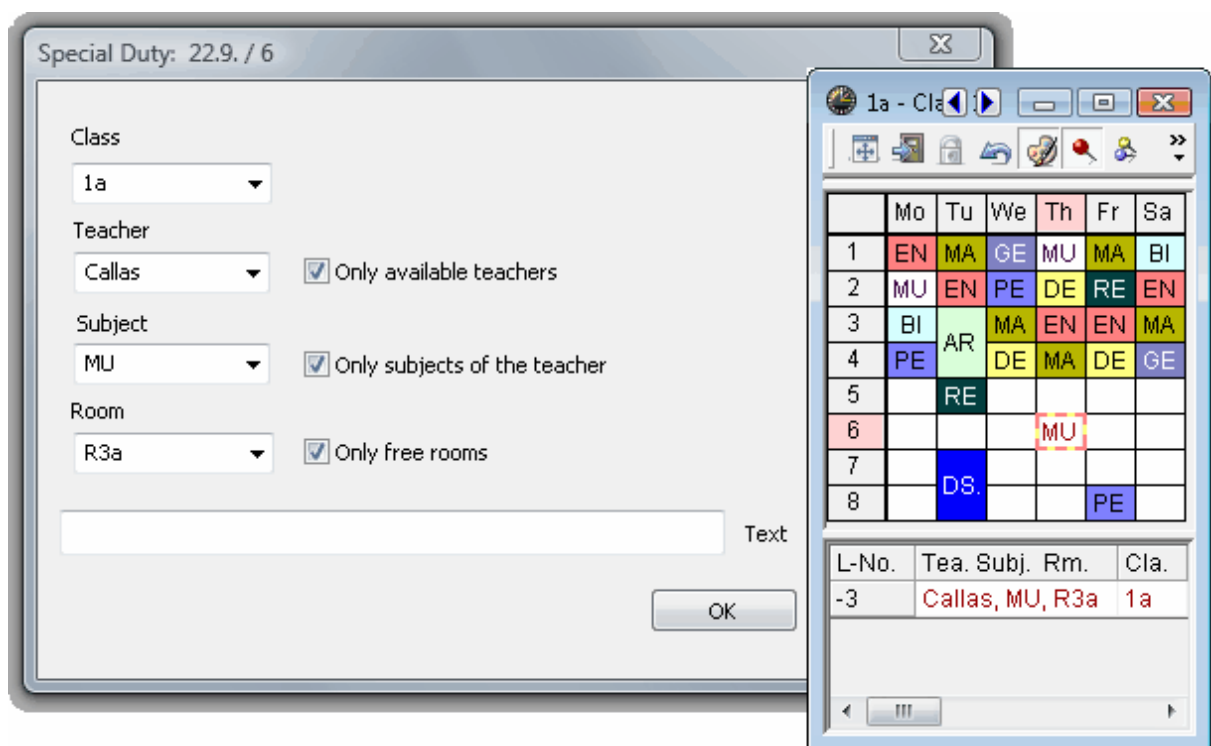
9.9 Special Duties

9.9.1 Creating special duties

Special duties can be created from a timetable direct. A right mouse-click opens the context menu where you can select the option 'Special duty'.



A further window will then open where you can then specify class, teacher and room. You have the option of selecting from all available elements or of restricting selection, e.g. to available teachers only.

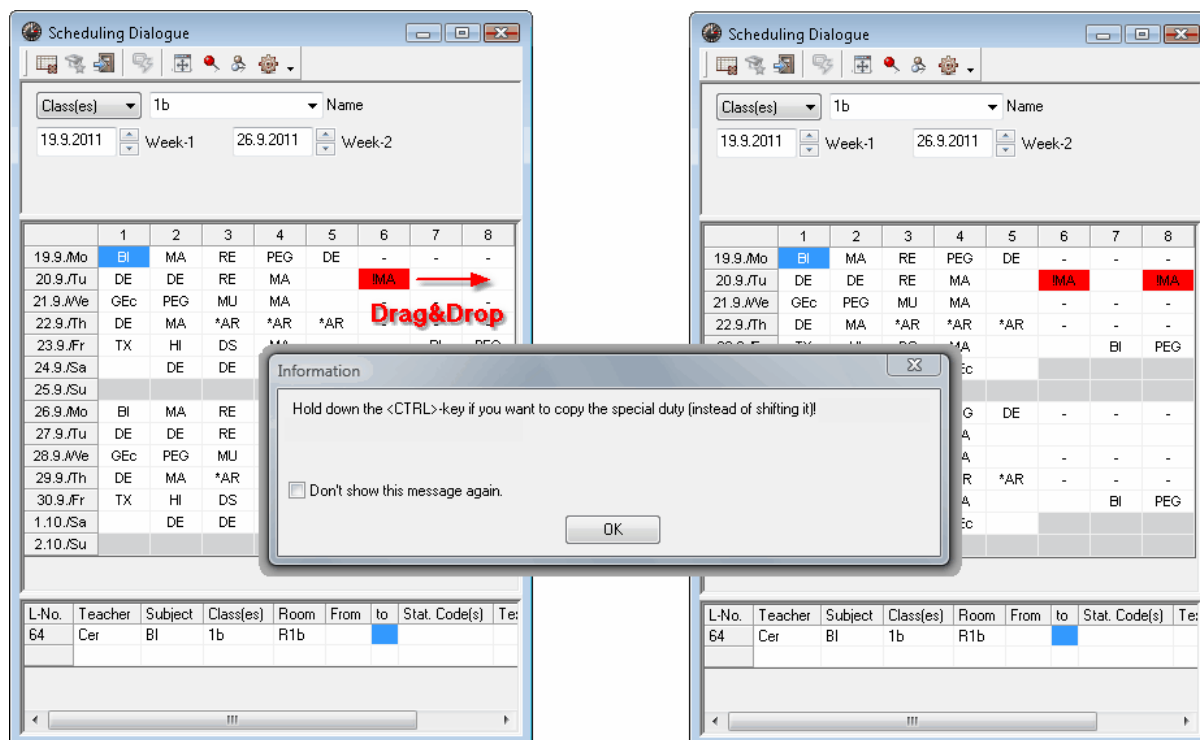


It is also possible to create special duties in the same way in the scheduling dialogue.

9.9.2 Copying special duties

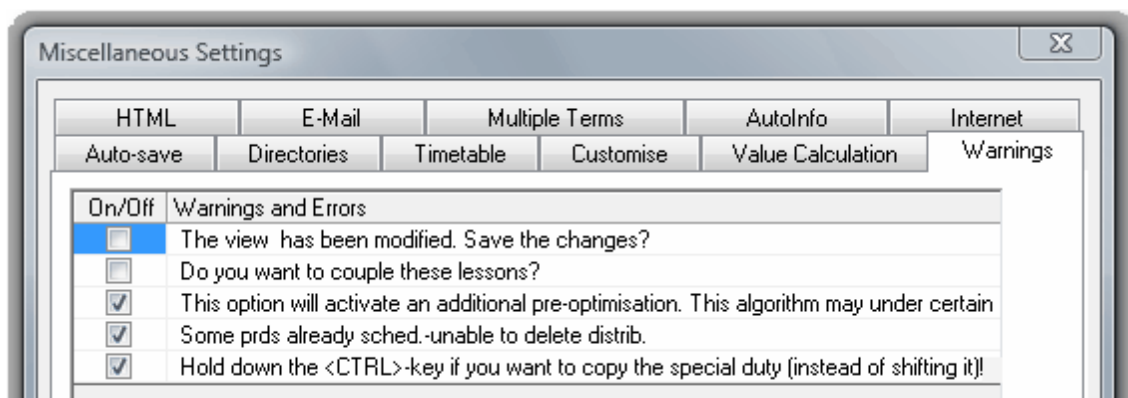
Special duties can now be copied easily in the scheduling dialogue.

If you move a special duty to another period using drag & drop you will be asked whether you wish to copy or move the special duty.



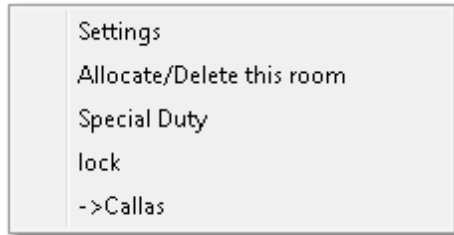
Confirming the prompt with <Yes> copies the special duty.

You can also hide the message. The message can be reactivated on the 'Warnings' tab under 'Settings | Miscellaneous'.



9.10 Scheduling dialogue

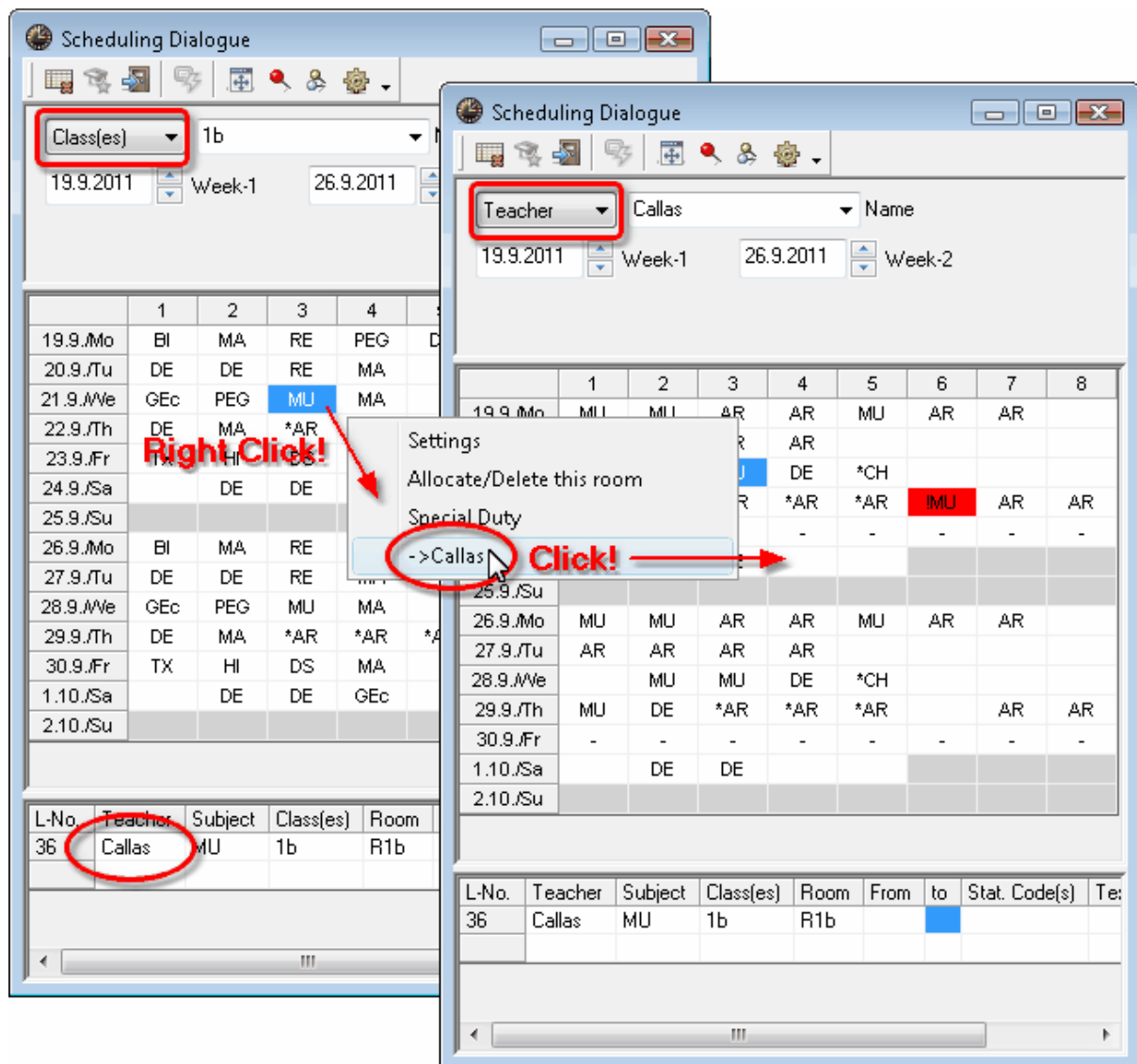
You will now also find a dedicated context menü in the scheduling dialogue of cover planning.



You can switch quickly between the settings of the scheduling dialogue and the room allocation window. In addition, you can switch directly and conveniently between [teacher and class views](#) via a dedicated [Create special duties](#) window.

9.10.1 Switch classes - teachers

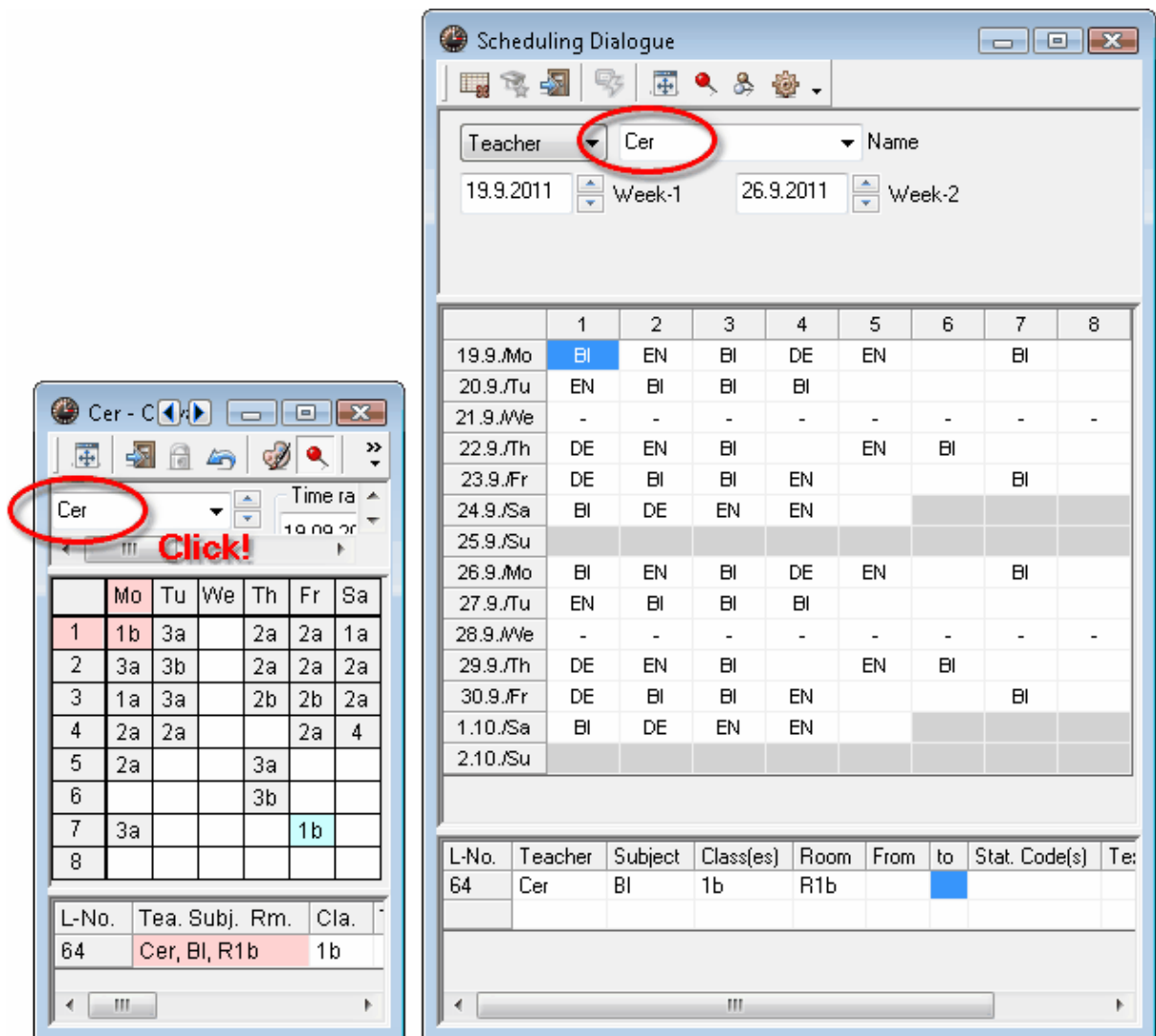
You can open the context menu in the scheduling dialogue with a right mouse-click. The last option allows you to switch views quickly between teachers and classes. A switch is always made to the relevant other element of the active period. If, for example, a period with teacher Callas is active in the class view, you can switch easily to the teacher view of Ms Callas. You can switch from a teacher view to a class view in the same manner.



9.10.2 Synchronisation

Nearly all windows in Untis are synchronised with each other. We have now added two combinations to this list.

The teacher and class timetables and the scheduling dialogue of cover planning have been synchronised.



The window showing items marked for scheduling and the scheduling dialogue of cover planning have been synchronised.

Lesson Pool / Teacher

Filter
Teacher: - All - Subject: - All - Class(es): - All - Room: - All -

LP-Nr. Periods Subject Teacher Class(es) Room Stat. Code(s)

1	1	DE	Rub	1b	R1b	
2	1	RE	Nobel	1b	R1b	
3	1	HI	Hugs	2a	R2a	
4	1	MU	Callas	2a	R2a	

Scheduling Dialogue

Teacher: Nobel Name: 19.9.2011 Week-1 26.9.2011 Week-2

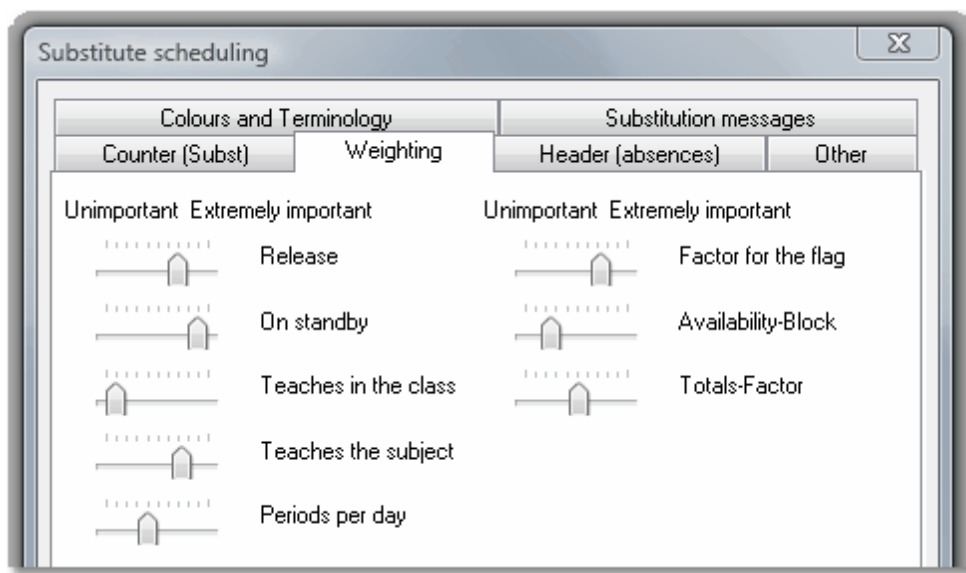
	1	2	3	4	5	6	7	8
19.9./Mo	RE	RE	RE					
20.9./Tu	RE	RE	RE		RE			
21.9./We		RE	RE	RE	*DE			
22.9./Th						-	-	-
23.9./Fr	RE	RE	RE	RE				
24.9./Sa								
25.9./Su								
26.9./Mo	RE	RE	RE					
27.9./Tu	RE	RE	RE		RE			
28.9./We		RE	RE	RE	*DE			
29.9./Th						-	-	-
30.9./Fr	RE	RE	RE	RE				
1.10./Sa								
2.10./Su								

L-No.	Teacher	Subject	Class(es)	Room	From	to	Stat. Code(s)	Te:
49	Nobel	RE	2b	R2b				

9.11 Slider control for weighting

Slider controls are used in weighting optimisation and break supervisions.

You can now also use slider controls for your settings in cover planning, which makes Untis more intuitive and easier to use.

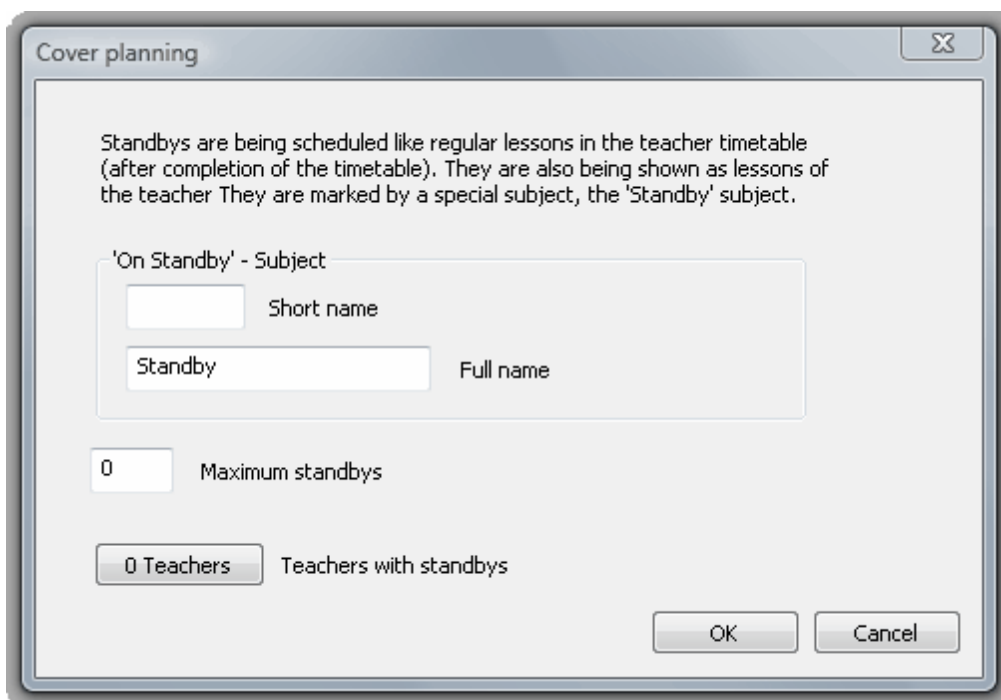


You can invoke weighting for the substitution proposal or for automated cover planning from the 'Weighting' tab under 'Modules | Cover Planning | Settings'.

9.12 Stand-by duties

Creating stand-by duties requires a little preparation such as setting up a stand-by subject and specifying which teachers are to hold how many stand-by periods.

Entering this data has been made easier since a dialogue opens the first time the stand-by window is opened allowing you to input the required data.



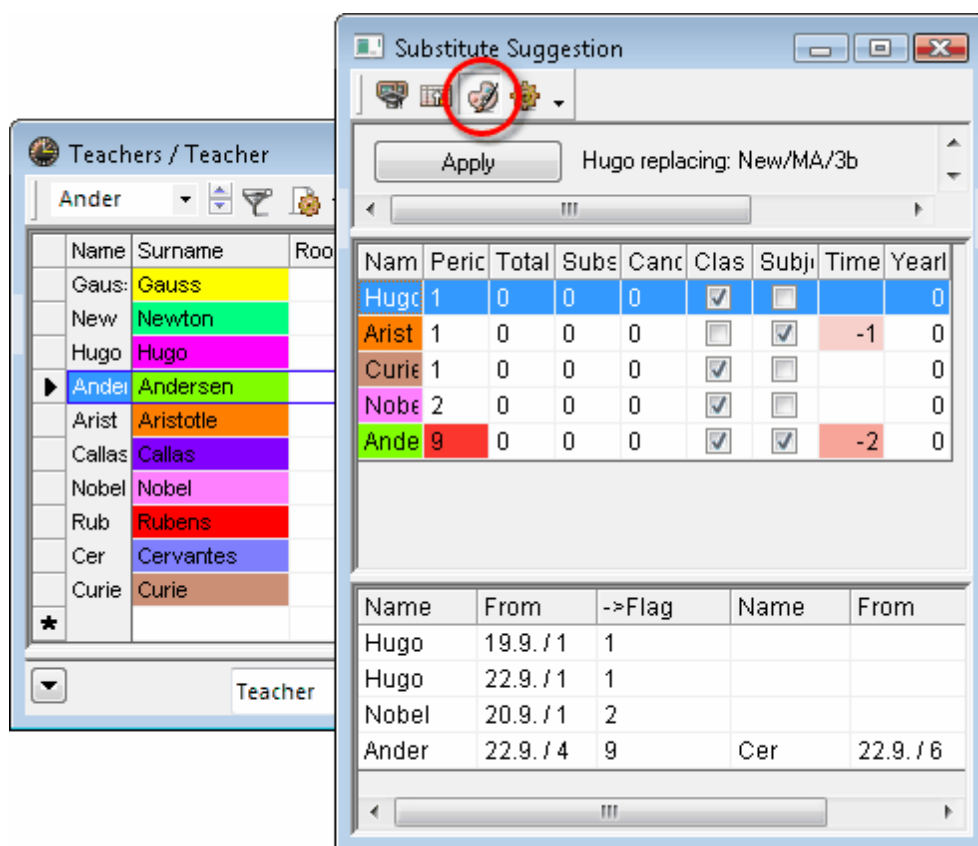
You can specify the following parameters for the stand-by subject in this window:

Short name, full name, maximum stand-by periods and teachers who are to take stand-by periods.

The stand-by window then opens and you can enter the number of stand-by periods for the periods in question.

9.13 Teacher colours in substitution proposal

You can assign each teacher a colour in the master data. It is now possible to display these colours in the substitution proposal. To do this, click on the button <Display colours>.



9.14 Daily comments

You can send your daily comments in the cover planning calendar either

- to all classes and teachers or
- to classes only
- to teachers only
- to selected classes or
- to selected teachers.

The system for selecting the recipients has been greatly simplified.

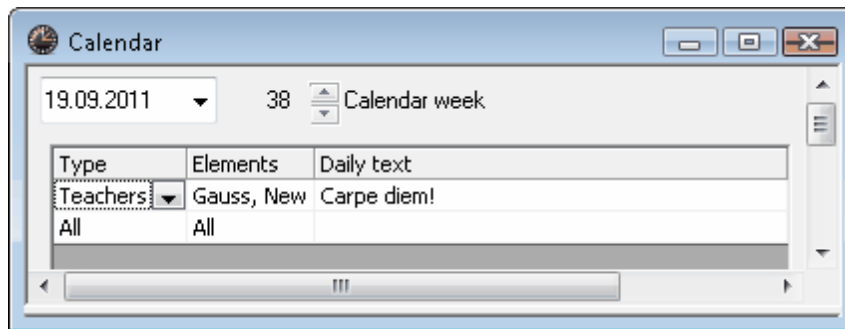
In the 'Type' column you can select whether the daily comments should be sent to teachers or to classes. The default setting is 'All', i.e. teachers and classes will have the benefit of the daily comments.

If you make a selection in the 'Type' column, you can then restrict the selection in the 'Element' column to certain elements.

Example :

Daily comments should only be sent to teachers Gauss and Newton.

- Select 'Teacher' in the 'Type' column.
- Select 'Gauss' and 'Newton' in the 'Elements' column.
- Click on the button to the left of the 'Daily comments' column in order to enter or edit text.



The daily comments will now be displayed for these two teachers.

Substitutions 19.9./Monday

Ander Andersen

Subst. No.	Type	Date	Period	(Subject)	Substitute	(Class(es))	Class(es)	(Room)	Room
20	Substitution	19.9.	2	MA	Ander	1b	1b	R1b	R1b
21	Substitution	19.9.	3	PEG	Ander	3a, 3b	3a, 3b	SH2	SH2
22	Substitution	19.9.	4	PEG	Ander	1a, 1b	1a, 1b	SH2	SH2

GAUSS Gauss

Subst. No.	Type	Date	Period	(Subject)	Substitute	(Class(es))	Class(es)	(Room)	Room
15	Substitution	19.9.	1	BI	Gauss	1b	1b	R1b	R1b
16	Substitution	19.9.	2	EN	Gauss	3a	3a	R3a	R3a
17	Substitution	19.9.	3	BI	Gauss	1a	1a	R1a	R1a
18	Supervision	19.9.	4	AR	Gauss	2b	2b	R2b	R2b

Carpe diem!

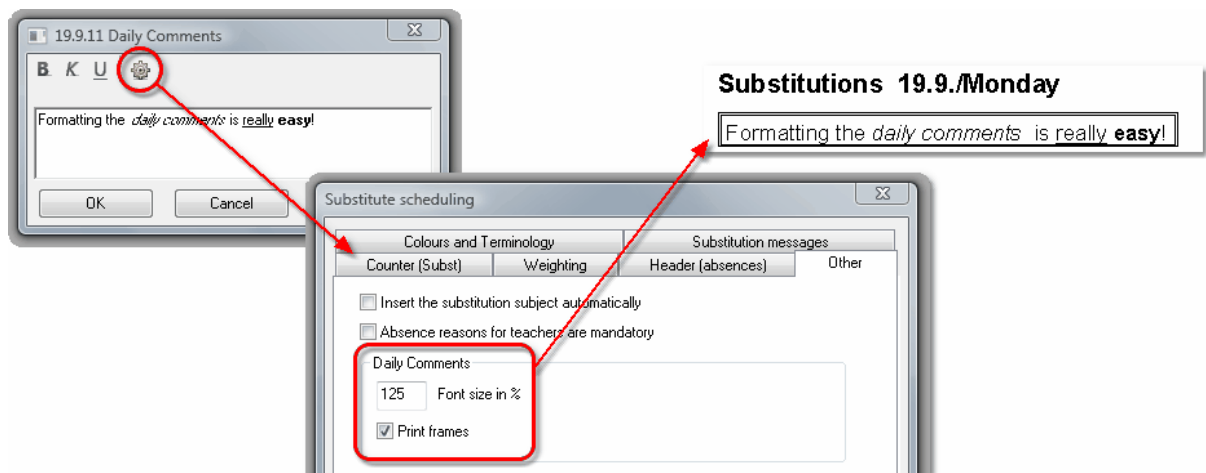
New Newton

Subst. No.	Type	Date	Period	(Subject)	Substitute	(Class(es))	Class(es)	(Room)	Room
19	Supervision	19.9.	1	EN	New	1a	1a	R1a	R1a

Carpe diem!

Settings for daily comments

You can now find the settings relating to daily comments directly in the daily comments window.

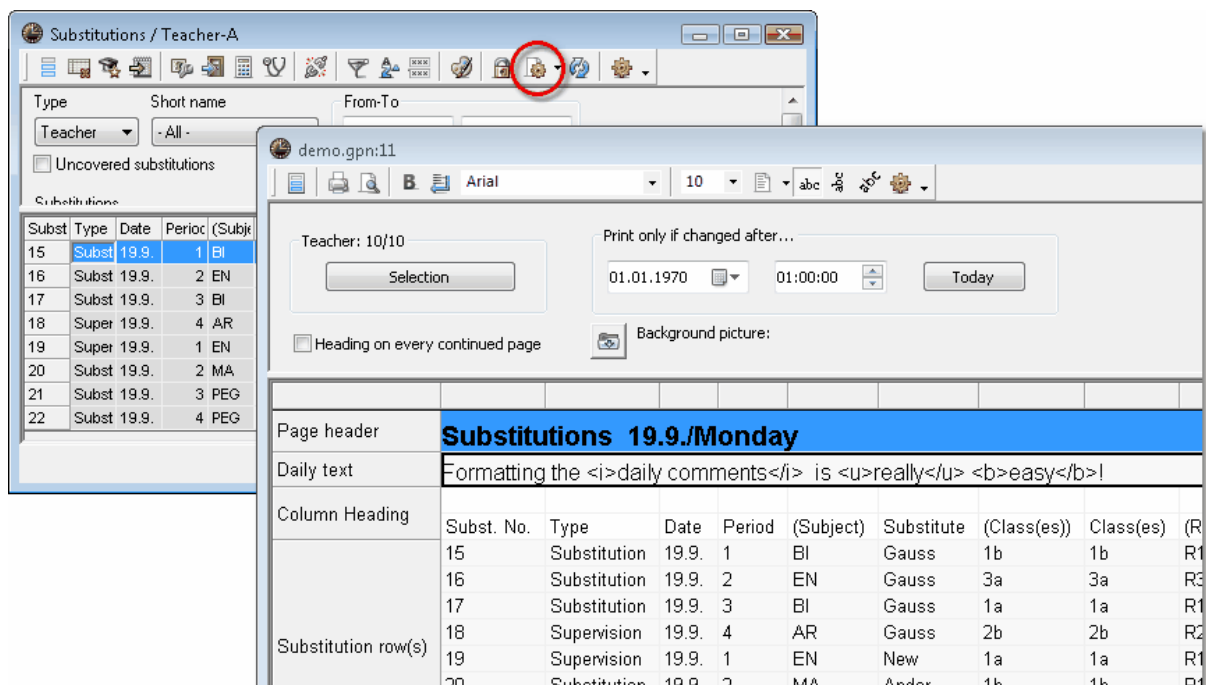


9.15 Printing Substitutions

9.15.1 Page layout

There is a new button in the substitutions window: <Page layout>. This button allows you to design the layout of the report for printing.

Please refer to the chapter ' [General Changes - Page Layout](#) ' for more detailed information.



9.15.2 Arrangement by date

If you sort the substitution printout by teachers, for example, you can sub-group this by date. A change in date is indicated by a double line.

Callas Callas

Subst. No.	Type	Date	Period	(Subject)	Substitute	(Class(es))	Class(es)	(Room)	Room
43	Absence	20.9.	1 - 2	AR	Callas	2a	2a	R2a	---
45	Absence	20.9.	3 - 4	AR	Callas	1a	1a	R1a	---
8	Spec. duties	22.9.	6		Callas		1a		R3a
75	Substitution	23.9.	1	MA	Callas	1a	1a	R1a	R1a
76	Substitution	23.9.	2	PEG	Callas	3a, 3b	3a, 3b	SH2	SH2
78	Substitution	23.9.	4	MA	Callas	1b	1b	R1b	R1b

10 WebUntis 2011

10.1 General

10.1.1 WebServices

WebUntis 2011 makes the WebServices module available to you. This optional module allows you to exchange (timetable) data with external programs via WebServices. If you are interested in this option, please contact your Untis regional partner.

10.1.2 User rights

You can select *rights templates* (e.g. school secretary) on the user authorisation page (under <Administration> | <User Groups>, <Rights>). WebUntis will then activate the rights intended for the group. You can modify the proposal according to your requirements, or you can choose to add rights incrementally (e.g. for booking management and form teacher).

User rights admin

User-rights template	Rights	Permitted access	All
		Yes Rea Wri Cre Del	
Timetable Class	Teacher	✓	✓
Timetable Student	Form advisor	✓	✓
Timetable Teacher	Students	✓	✓
Timetable Room	Head office	✓	✓
Timetable Resource	Headmaster	✓	✓
Timetable Subject		✓	✓
Messages		✓	✓
















Incidentally, user groups may now also be copies (with rights but without user assignment).

10.1.3 Master data

A button has been added to <Master Data> | <Students> that allows all master data to be selected (or deselected) with a single mouse click.

Students M.

Class - All - Search Start search ✓ ✗

Selection		Surname	First name	Birthdate	Sex	Class	Active	Short
<input type="checkbox"/>		Aberfeldy			♀		<input checked="" type="checkbox"/>	Aberfe
<input type="checkbox"/>		Aberlour			♂		<input checked="" type="checkbox"/>	Aberlo
<input type="checkbox"/>		Aladdin			♂		<input checked="" type="checkbox"/>	Aladd
<input type="checkbox"/>		Alice			♀		<input checked="" type="checkbox"/>	Alice
<input type="checkbox"/>		An Cnoc			♂		<input checked="" type="checkbox"/>	AnCn
<input type="checkbox"/>		Ardbeg			♂		<input checked="" type="checkbox"/>	Ardbe
<input type="checkbox"/>		Ardmore			♀		<input checked="" type="checkbox"/>	Ardmo
<input type="checkbox"/>		Arielle			♀		<input checked="" type="checkbox"/>	Arielle
<input type="checkbox"/>		Arran			♂		<input checked="" type="checkbox"/>	Arran
<input type="checkbox"/>		AT-Affiliated 7					<input checked="" type="checkbox"/>	AT-Aff
<input type="checkbox"/>		Auchentoshan			♀		<input checked="" type="checkbox"/>	Auche
<input type="checkbox"/>		Baghira			♂		<input checked="" type="checkbox"/>	Baghi
<input type="checkbox"/>		Balblair			♂		<input checked="" type="checkbox"/>	Balbla
<input type="checkbox"/>		Balu			♂		<input checked="" type="checkbox"/>	Balu
<input type="checkbox"/>		Bambi			♂		<input checked="" type="checkbox"/>	Bamb

159 Elements found, showing 1 to 15. [First/Next] [1](#), [2](#), [3](#), [4](#), [5](#), [6](#), [7](#), [8](#) [Next/Last]

[New](#) [Sort](#) [Delete](#) [Report](#) [Import](#) [Import photo](#) [CSV Download](#)

10.1.4 Importing users

Users can now also be imported from a CSV file (under <Administration> | <Users>).

User administration

☐ Generate automatic password

[Create user-accounts for the teachers.](#)

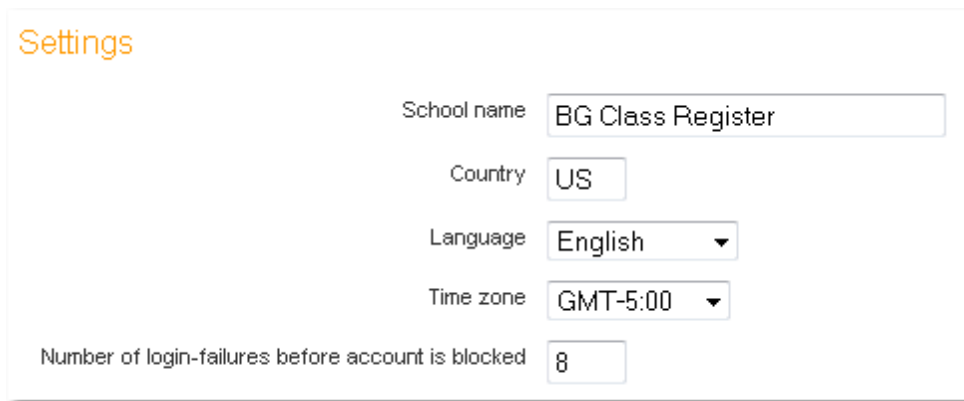
[Create users for the students](#)

[Import](#) [Back](#)

10.2 Settings

10.2.1 School data

WebUntis 2011 allows you to change (displayed) data under <Administration> | <Settings>. This is important when (and only when) the name in your Untis license has changed in the course of the school year.



The screenshot shows the 'Settings' page with the following fields:

- School name: BG Class Register
- Country: US
- Language: English (dropdown menu)
- Time zone: GMT-5:00 (dropdown menu)
- Number of login-failures before account is blocked: 8

Note:

Do not make any arbitrary change to the school name and only after consultation with your regional WebUntis representative.

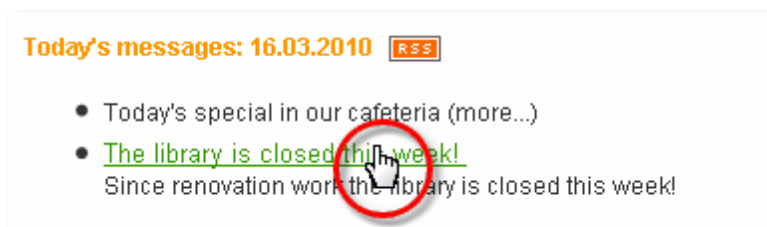
10.2.2 Country settings

On the same page you can also specify the country in which you are located. In certain circumstances this function will activate additional regional functionality.

10.3 Daily News

10.3.1 Headline

A headline has been introduced for the daily news in order to make them more comprehensible. The detailed news will be displayed when you click on the relevant headline.



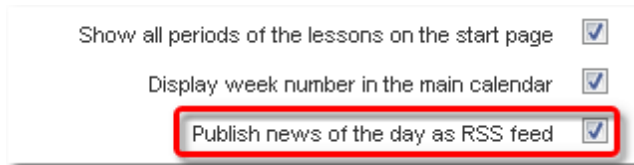
The screenshot shows the 'Today's messages: 16.03.2010' section with an RSS button. Below it, there are two bullet points:

- Today's special in our cafeteria (more...)
- The library is closed this week! (highlighted in green, with a red circle and arrow pointing to it)

Below the second bullet point, it says: 'Since renovation work the library is closed this week!'

10.3.2 RSS

The daily news headline also includes a button which allows the daily news to be provided as an RSS feed. You can activate this function via the page <Administration> | <Settings>.



Show all periods of the lessons on the start page ☒

Display week number in the main calendar ☒

Publish news of the day as RSS feed ☒

10.4 Message System

10.4.1 Distribution lists

Personal distribution lists can be made available to other users.



Distribution list Teacher

Name
Teacher

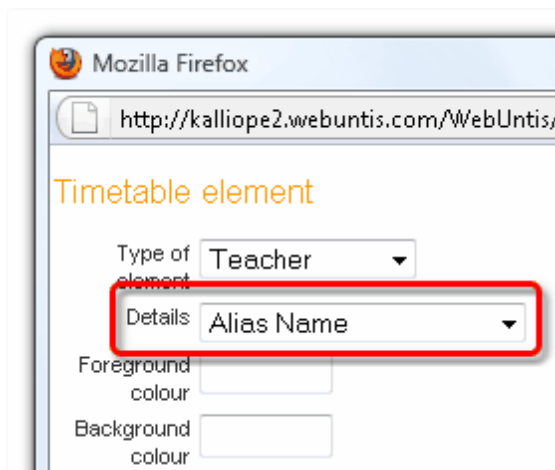
☒ Public

Users with administrator rights can also delete distribution lists.

10.5 Timetables

10.5.1 Displaying aliases

Beginning with version 2011, Untis also allows you to display the alias of various elements.



Mozilla Firefox

http://kalliope2.webuntis.com/WebUntis/

Timetable element

Type of element Teacher

Details Alias Name

Foreground colour

Background colour

10.5.2 Class teachers in class timetables

The name of the class teacher (or form teacher) can be printed out in the header of class timetables. You can find the relevant setting under <Administration> | <Timetable Settings>.

Standard settings for the timetable

Element	Public	Timetable format	Overview format	List of elements on the timetable page	Details
Class	<input checked="" type="checkbox"/>	default	default	<input checked="" type="checkbox"/>	Full name (Short name)
Teacher	<input checked="" type="checkbox"/>	default	default	<input checked="" type="checkbox"/>	Short name
Subject	<input type="checkbox"/>	default	default	<input checked="" type="checkbox"/>	Full name
Room	<input type="checkbox"/>	default	default	<input checked="" type="checkbox"/>	Full name (Short name)
Students	<input type="checkbox"/>	default	default	<input checked="" type="checkbox"/>	Name
Resource	<input type="checkbox"/>	default	default	<input checked="" type="checkbox"/>	Short name (Form advisor-Short name)
					Full name (Form advisor-Full name)
					Alias Name

10.6 Class Register Module

10.6.1 General

10.6.1.1 Importing student data

Address data can now be imported with student data.

10.6.1.2 Teacher's daily lessons

Absence status information is also displayed under <Teacher Daily Lessons>.

Lessons for teacher Herodot, Pete on 24.03.2010

Teachers: Herodot, Pete

Selection	Prd.	Fr.	To	Class	Teacher	Subject	Type	Room	Class Register	Teaching content
<input type="checkbox"/>	1	08:00	08:50	?	Hero	PH		PHR		
<input type="checkbox"/>	2	08:55	09:45	?	Hero	MA		R8A		
<input type="checkbox"/>	3	10:00	10:50	?	Hero	MA		R3C		
<input type="checkbox"/>	4	10:55	11:45	?	Hero	PH		PHR		
<input type="checkbox"/>	5	11:55	12:45	?	Hero	PH		PHR		
<input type="checkbox"/>	6	12:50	13:40	?	Hero	PH		R2B		

Report

10.6.1.3 Excuse status

The excuse status can now be freely defined under <Master Data > | <Excuse Status>.

10.6.2 Subject Matter

10.6.2.1 Time restriction - subject matter input

Entering subject matter can be restricted to a specific period of time (from when the lessons was held). The setting can be found under <Class Register> | <Settings>.

Display open periods for - All -

Missed period counts from (min or %) 50%

Admissible days for the entry of the teaching content 2






Enter the teaching content for all periods of a block ☒

10.6.2.2 Teaching methods

The teaching method can also be selected when the subject matter is being entered.

Teaching content

Previous prd's

11.05.2009	Mon	
07.05.2009	Thu	
04.05.2009	Mon	
30.04.2009	Thu	
27.04.2009	Mon	

Teaching method
 <Selection>

This can be important for statistical evaluation purposes.

Note:

Teaching methods are set up by the class register administrator under <Master Data> | <Teaching Methods>.

10.6.3 Absences

10.6.3.1 Counting/non-counting absences

With absence reasons you can decide whether absences allocated to a particular reason should count as such or not.

Reason of absence Not Excused (Not Excused)

Type of element Students

Short name
Not Excused

Full name
Not Excused

☒ Absence counts

☐ Absence is automatically excused with status <Selection>

Save Delete Reset Cancel

This option has an effect on reports (option 'Only counting absences').

10.6.3.2 Automatically excused absences

With absence reasons you can also specify whether the absence in question should be excused automatically.

Reason of absence Official Channel (OC)

Type of element Students

Short name
OC

Full name
Official Channel

☐ Absence counts

☒ Absence is automatically excused with status excused

Save Delete Reset Cancel

10.6.3.3 Time restrictions on absences

Special authorisation is provided to handle absences

- which have already been excused
- where more than n days/hours have passed since they occurred.


10.6.4 Exemptions

10.6.4.1 Exemptions for certain times

Exemptions can be entered that apply to all lesson periods at particular times.

New exemption

Students: Arielle Class: - All -

Fr.: 07.09.2009 To: 07.09.2009 Day of the week:  every day

Subject: <Selection> Subject group: <Selection>

Start time: 13:30 End time: 00:00

Reason of exemption: Schoolbus

Text: Must catch the bus.

Save Reset Cancel

In the above example an exemption has been entered for student Arielle to the effect that she may leave school at 1:30 pm.

Administrators are also able to view the change history for exemptions.

10.6.4.2 Layout

In the class register, exemptions are now displayed with an icon next to the student's name instead of in their own section of the window.

▲ **Students in the lesson (67) , Exemptions: 1**

<input type="checkbox"/> ✓ Aladdin (3A)	<input type="checkbox"/> ✓ Geppetto (4C)	<input type="checkbox"/> ✓ Fettercairn (5B)	<input type="checkbox"/> ✓ GlenFarclas (6B)
<input type="checkbox"/> ✓ Elliot (3A)	<input type="checkbox"/> ✓ Grille, Jiminy (4C)	<input type="checkbox"/> ✓ GlenOrd (5B)	<input type="checkbox"/> ✓ Glenlivet (6B)
<input type="checkbox"/> ✓ Erik (3A)	<input type="checkbox"/> ✓ Jaq (4C)	<input type="checkbox"/> ✓ Ledaig (5B)	<input type="checkbox"/> ✓ Glenturret (6B)
<input type="checkbox"/> ✓ Hook (3A)	<input type="checkbox"/> ✓ Karli (4C)	<input type="checkbox"/> ✓ Linkwood (5B)	<input type="checkbox"/> ✓ Highland Park (6B)
<input type="checkbox"/> ✓ Mim (3A)	<input type="checkbox"/> ✓ Pinocchio (4C)	<input type="checkbox"/> ✓ ...	<input type="checkbox"/> ✓ IsleJura (6B)
<input type="checkbox"/> ✓ Rabbit, Roger (3A)	<input type="checkbox"/> ✓ Glenury (5A)	<input type="checkbox"/> ✓ ...	<input type="checkbox"/> ✓ Macallan (6B)
<input type="checkbox"/> ✓ Triton (3A)	<input type="checkbox"/> ✓ Imperial (5A)	<input type="checkbox"/> ✓ ...	<input type="checkbox"/> ✓ Pulteney (6B)
<input type="checkbox"/> ✓ Arielle (3B)	<input type="checkbox"/> ✓ Lagavulin (5A)	<input type="checkbox"/> ✓ ...	<input type="checkbox"/> ✓ Caollia (7A)
<input type="checkbox"/> ✓ Kaa (3B)	<input type="checkbox"/> ✓ ...	<input type="checkbox"/> ✓ GlenElgin (5C)	<input type="checkbox"/> ✓ Dalmore (7A)
<input type="checkbox"/> ✓ Mickey, Mouse (3B)	<input type="checkbox"/> ✓ ...	<input type="checkbox"/> ✓ Tobermory (5C)	<input type="checkbox"/> ✓ Glengoyne (7A)
<input type="checkbox"/> ✓ OMalley (3B)	<input type="checkbox"/> ✓ ...	<input type="checkbox"/> ✓ Aberlour (6A)	<input type="checkbox"/> ✓ Knockando (7A)
<input type="checkbox"/> ✓ Wendy (3B)	<input type="checkbox"/> ✓ Talisker (5A)	<input type="checkbox"/> ✓ Bruichladdich (6A)	<input type="checkbox"/> ✓ Lochnagar (7A)
<input type="checkbox"/> ✓ Klopfer (3C)	<input type="checkbox"/> ✓ Teaninich (5A)	<input type="checkbox"/> ✓ Dalwhinnie (6A)	<input type="checkbox"/> ✓ Royal Brackla (7A)
<input type="checkbox"/> ✓ Perdi (3C)	<input type="checkbox"/> ✓ Tormore (5A)	<input type="checkbox"/> ✓ Edradour (6A)	<input type="checkbox"/> ✓ Strahisla (7A)
<input type="checkbox"/> ✓ Pongo (3C)	<input type="checkbox"/> ✓ Ardbeg (5B)	<input type="checkbox"/> ✓ Glenkinchie (6A)	<input type="checkbox"/> ✓ Tomatin (7A)
<input type="checkbox"/> ✓ Quasimodo (3C)	<input type="checkbox"/> ✓ Bladnoch (5B)	<input type="checkbox"/> ✓ Glenmorangie (6A)	<input type="checkbox"/> ✓ Tullibardine (7A)
<input type="checkbox"/> ✓ Timotheus (3C)	<input type="checkbox"/> ✓ Clynelish (5B)	<input type="checkbox"/> ✓ Springbank (6A)	

Absent | Absences checked | ⚠

No teaching content available 📄

No homework found 📄

Enter teaching content | Homework | Class-register entry | Examination | Lesson dates | Back | Settings

10.7 Reports

10.7.1 Class weekly summary

There is also the option to print the 'Class weekly summary' without student absences.

With student absences:

Weekly overview class						
Class: 1A, 02.03.2009 - 08.03.2009						
Day	Period	Subject	Teacher	Teaching content	Abs. Students	Remark
Mon	1	BIO	Arnim		-	
Mon	2	MA	Arc		-	
Mon	3	BFLZ	Night		-	
Mon	3	RK	Marx		-	
Mon	4	MU	Berg		-	
Mon	5-6	DS	New		Pimpel	
Mon	5-6	TX	Steiff		- Pimpel	

Without student absences:

Weekly overview class					
Class: 1A, 02.03.2009 - 08.03.2009					
Day	Period	Subject	Teacher	Teaching content	Remark
Mon	1	BIO	Arnim		
Mon	2	MA	Arc		
Mon	3	BFLZ	Night		
Mon	3	RK	Marx		
Mon	4	MU	Berg		
Mon	5-6	DS	New		
Mon	5-6	TX	Steiff		

10.7.2 Work report for each subject

The work report for each subject (with absences) can now be accessed for 'normal' teachers (and not just for class/form teachers) under the title Work Report from page '<Lessons> | <My Lessons> | <Reports>'.


Reports of the lesson




Class


Teacher Hero

Subject S

Period

14.09.2009 19.09.2009 

Work report   

ICS Calendar 

[Back](#)

Work report per subject

Class: 5C, Subject: Information Technology

Date	Prd.	Teacher	Topic
1/9	5-6	Arist	1) What is HTML?
1/9	8	Goethe	2) What is PHP?
4/9	3-4	Arist	3) What is XAMPP?
4/9	8	Goethe	4) Basic commands
8/9	5-6	Arist	5) Difference between HTML and PHP
8/9	8	Goethe	6) What is a database?
11/9	3-4	Arist	7) Creating my first PHP program
11/9	8	Goethe	8) Repetition
15/9	5-6	Arist	9) SELECT commands
15/9	8	Goethe	10) 1. normal form
18/9	3-4	Arist	11) Creating my first database
18/9	8	Goethe	12) 2. normal form
22/9	5-6	Arist	13) Using MySQL in a PHP program
22/9	8	Goethe	14) 3. normal form
25/9	3-4	Arist	15) databases via ODBC driver
25/9	8	Goethe	16) Debugging
29/9	5-6	Arist	17) Project: database for employees
29/9	8	Goethe	18) Practise

The work reports can now also be printed for lessons without classes.

10.7.3 Emergency list

The emergency list (under <Class Register> | <Reports>) has been extended and now contains a complete list of all classes including missing students and absences.

Emergency list

16.03.2009

Class: 1A

Students: 7

Last period:

Students	Absent			Most recent period of absence		
	Fr.	To	Reason	Period	Subject	Teacher
Balblair,						
Forman,						
Danials,	08:00	18:40	Ill	12 / 6:40 PM	PRE	Meit
Jim,	12:50	18:40	released	12 / 6:40 PM	PRE	Meit
Counterbury,						
Pimpel,						
Hood,						

10.8 Agenda Module

10.8.1 Room blocking

Rooms are blocked permanently, i.e. from the start of the blocked period to the end of the blocked period without interruption.

WebUntis 2011 now allows room blocking to be entered in such a way that it only applies for certain times of the day in the period specified.

New blocking

Type
Room

Element selection
IT2

Fr.
01.09.2009

To
18.02.2010

Start time
17:00

End time
18:40

Day of the week
every day

Text

☒ continuous

Save Save & New Reset Cancel

10.8.2 Exams

Exams are now available in the Agenda Module. Please refer to the relevant chapter in the section 'Class Register Module' of the WebUntis user manual.

10.8.2.1 Entering exams

Start entering exams by clicking on the first period in the timetable when an exam is to be scheduled.

Then click on the <Exams> button and follow the predefined steps using the <Continue> button.

Timetable Asimov (Asim)

Teacher: Asimov (Asim) Timetable format: default [Printable version](#) [ICS Calendar](#) Status:

	Monday 20.04.09	Tuesday 21.04.09	Wednesday 22.04.09
08:00		8A Asim GEc R8A	8A Asim HIP R8A
08:55		3C Asim RCL7	6A Asim GEc R8A

Click!

Mozilla Firefox

http://kalliope2.webuntis.com/WebUntis/LessonInfo.do?date=20090421&starttime=800&endtime=850&elemid=20&elemtype=2&hide=2&...

Details

Period: 21.04.2009, 08:00 - 08:50
Teacher: Asim

Teacher	Class	Subject	Room	Remark	Fr.	To	L.No.	Type	Class Register	User	Book.	Hr.
Asim	8A	GEc	R8A		08:00	08:50	28200	Lessons				

Close

New examination

Exam for the lesson in the period 21.04.2009 08:00 - 08:50

Type of examination: Test

Date: 21.04.2009

Start time: 08:00 End time: 08:50

You can increase the duration for the test!

6B
7A
7BG
7BR
8A
Next Cancel

New examination : Students

Test 21.04.2009 08:00 - 08:50

Students without checkmarks do not participate in the test.

Class	Student	Gender	Room
<input checked="" type="checkbox"/>	Ardmore	♀	8A
<input checked="" type="checkbox"/>	Coleburn	♂	8A
<input checked="" type="checkbox"/>	Longmorn	♂	8A
<input checked="" type="checkbox"/>	Macduff	♂	8A
<input checked="" type="checkbox"/>	Miltoduff	♀	8A
<input checked="" type="checkbox"/>	Speyburn	♂	8A

Back Next Cancel

New examination

Test 21.04.2009 08:00 - 08:50 GEc, 8A

Name: 2. GEc-Test

Text: Natural disasters: reasons and aftermaths

Teacher: Asimov, Isaac

Rooms: R6A, R6B, R6C, R7C, R8A

Back Save Cancel

10.8.3 Extended rights for resources

There is now a difference between *reservation* rights and *booking* rights for resources, similar to the booking rights for rooms.

Make Reservation Room	✓	✗	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<Selection>
Book Room	✓	✗	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<Selection>
Make Reservation Resource	✓	✗	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<Selection>
Book Resource	✓	✗	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<Selection>

10.9 Students Module

10.9.1 Copying courses

Additional (parallel) courses can now be created directly in the course list (by copying).

10.10 Latest WebUntis updates

We are very much aware of the fact that any documentation becomes outdated immediately it is printed.

We therefore try to keep this manual up to date at least in its electronic form. You can find a description of all enhancements and updates that were made to Untis 2011 after publication of this manual on our website:

<http://www.grupet.at/de/webuntis/termin/uebersicht.php>

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